DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA   95814

September 26, 1988

.   ALL-COUNTY LETTER NO. 88-129

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATEWIDE AUTOMATED WELFARE SYSTEM (SAWS) CENTRAL DATA
           BASE (CDB) OVERPAYMENT RECOVERY INDICATOR (ORI)

It is the intention of the State Department of Social Services (SDSS)
to continue to augment the Central Data Base (CDB) with enhancements
that have been identified by State and County staff. The Overpayment
Recovery Indicator (ORI) is an enhancement that will assist County
staff in the statewide effort to locate welfare clients in
overpayment status in order to facilitate County recovery processes.
The ORI will be available to all Counties through on-line access on
September 28, 1988.

Guidelines for the use of the ORI are attached. An All-County Letter
containing complete instructions for County overpayment recovery
procedures will be distributed at a later date by the SDSS. Counties
requiring software modifications to their batch processes should
submit a request for approval to the SAWS Implementation and
Operations Section (SIOS) by November 1, 1988. Such requests should
include information on the anticipated modifications and expenditure
amount, the projected implementation date for software modifications,
and the method by which the modifications will be accomplished (i.e.,
by in-house programming staff or by independent software vendor).

Please send requests for approval of modification of batch processes
to: State Department of Social Services, Statewide Systems Program
Management Bureau, SAWS Implementation and Operations Section,
744 P Street, M.S. 19-11, Sacramento, CA 95814.

Please contact the SAWS Implementation and Operations Section, at
(916) 323-3717 if you have questions concerning the ORI.

DENNIS J. BOYLE
Deputy Director

Attachment

cc: CWDA

GUIDELINES FOR COUNTY USE OF THE ORI

Setting the ORI Code:

The ORI is a one byte field called "Recovery" on MEDS/CDB on-line screens. For batch input, it is identified as data element 2020. The valid values are:

- A space indicating no overpayment status;

- A "1" (one) indicating overpayment in Aid to Families with Dependent Children (AFDC) only;

- A "2" (two) indicating overpayment in Food Stamps (FS) only; and

- A "3" (three) indicating overpayment in both AFDC and FS.

County staff will set the appropriate ORI code in the ORI field on the termination transaction on records of all adult clients in overpayment status at the time of benefit termination. If the client was not in overpayment status at the time of benefit termination, the ORI field will not be set and will remain blank. The ORI code will remain on the client's record indicating overpayment until eligibility is reestablished in the same program. Please note that the ORI should be set only at the time of benefit termination when the client is in overpayment status. It is not to be set on a record of a client in overpayment status that has not been terminated.

When a client is in overpayment in AFDC and/or FS and is transferred to Medi-Cal only status, it will be the responsibility of appropriate County staff to set the appropriate ORI code at the time of benefit termination in AFDC and/or FS.

After benefit discontinuance, the full CDB record for adult clients will remain on the file for 13 months. Thereafter, an abbreviated version of the record will be available that will include the ORI field.

Changing the ORI Code:

County staff will have the capability to remove or change the ORI code in case of incorrect entry. The ORI will be removed from a record by the system when an adult client reestablishes eligibility in the same program in which overpayment occurred. If overpayment occurred in two programs and eligibility is reestablished in one program, the system will change the ORI to the code indicating overpayment still outstanding in the program where eligibility was not reestablished.

    Example - Client benefits were terminated in overpayment status in AFDC and FS: The ORI code was set to "3" by County staff in the termination transaction.

- The client reestablished eligibility in AFDC: The system changed the ORI code to "2" to indicate that overpayment status was still outstanding in FS.

When an ORI code has been previously set for an overpayment condition at benefit termination in a program and the ORI code is subsequently set for an overpayment condition in a second program, the system will update the ORI code to indicate that the client is in overpayment status in both programs.

Example - Client benefits were terminated in overpayment status in AFDC: The ORI code was set to "1" by County staff in the termination transaction.

- Client benefits were later terminated in overpayment status in FS: The ORI code was set to "2" by County staff in the termination transaction.

- The ORI code was changed to "3" by the system to indicate overpayment status in both programs.

When a client's benefits are terminated before overpayment recovery is complete it will be the responsibility of County staff to set the appropriate ORI code in a timely manner.

Worker Alerts:

When eligibility is reestablished and the ORI code is removed or changed by the system, worker alerts will be generated to the last County of eligibility and to the current County of eligibility. The worker alert to the last County will contain information identifying current County, district, and eligibility worker. The worker alert to the current County will contain information identifying the last County, district, and eligibility worker, if available.

Example - Client eligibility was reestablished in FS when the ORI had been previously set to "2" at benefit termination: The system removed the ORI code and sent a worker alert to the eligibility worker in the County and district where eligibility was reestablished and to the eligibility worker in the last County and district of eligibility.

If last County eligibility worker and district information is not available to the system, the worker alert will be generated to the County with eligibility worker and district information omitted. If the record has remained on the database for longer than 13 months and has been truncated, the last County will be the County of eligibility before the record was truncated since no prior County information will be available.

If it is necessary for the worker alert to go to a County staff member other than the eligibility worker, the identifier of the appropriate County staff member will be entered in the eligibility worker field on the termination transaction.

If a client reestablishes eligibility in both AFDC and FS and the ORI code was previously set to "3", worker alerts will be generated to the last AFDC worker, the last FS worker, the current AFDC worker, and the current FS worker.

The last County will not necessarily be the County in which overpayment status was originally incurred.

Example -   County A terminated a client's FS eligibility in overpayment status. The eligibility worker in County A set the ORI code to "2".

The client moved to County B. Eligibility for FS was reestablished in County B and the ORI code was removed by the system. Worker alerts were generated to County A and to County B. County B began overpayment recovery activities.

County B terminated the client's FS benefits with overpayment recovery incomplete. The eligibility worker in County B reset the ORI to "2" in the termination transaction.

The client moved to County C. Eligibility was reestablished for FS in County C. The ORI code was removed by the system and worker alerts were generated to the last County -- County B, and the current County -- County C.

Inter-County Communication:

It is essential that inter-County communication be carried out by the responsible County staff in the current and last Counties. The two Counties receiving the alerts will use the "Overpayment Recovery Form" option in EMC2-FORMS to transmit necessary recipient information to each other so that overpayment recovery activities may proceed. For County staff who do not have access to EMC2-FORMS, a copy of the "Overpayment Recovery Form" is included with these guidelines and may be used to communicate by mail.

CENTRAL DATA BASE SYSTEM - OVERPAYMENT RECOVERY FORM

Overpayment Recovery Indicator (ORI): __
  (1 = AFDC, 2 = FS, 3 = AFDC and FS)

MEDS-ID (SSN): _____
Recipient Name: _____
Birthdate: __ / __ / __

Current County Information
  County Code: __
  Case Name: _____
  County ID: __ - __ - _____ - __ - __
  District: ___   EW-Code: ____

Overpayment County Information
  County Code: __
  Case Name: _____
  County ID: __ - __ - _____ - __ - __
  District: ___   EW-Code: ____

DATE	ACTION TAKEN / ACTION REQUESTED