

DHB ADMINISTRATIVE LETTER NO. 08-25 PUBLIC ASSISTANCE REPORTING INFORMATION SYSTEM (PARIS MATCH) PROCEDURES

DATE: June 27, 2025

SUBJECT: Public Assistance Reporting Information System (PARIS Match) Procedures

DISTRIBUTION: County Directors of Social Services Medicaid Supervisor/Staff

I. BACKGROUND

A. Public Assistance Reporting Information System (PARIS) Match

The Administration for Children and Families (ACF) provides all states with the opportunity to participate in Public Assistance Reporting Information System (PARIS). The PARIS reports include beneficiaries who are active and authorized in NC FAST. The report generates every quarter in February, May, August and November.

PARIS match reports include:

- Veteran PARIS
- Federal PARIS
- Interstate PARIS

B. Interstate Match Report

All PARIS match reports provide information that must be considered in determining Medicaid eligibility. Guidance and policy in this Administrative Letter provide a reminder to local agencies of requirements related to the Interstate Match Report.

II. POLICY PROCEDURES

The Interstate Match Report contains information regarding individuals who may be receiving Medicaid benefits in multiple states. The report is **not** verified information, and no action can be taken without verification that the individual on the report is or is not currently receiving Medicaid in North Carolina and/or another state.

A. Interstate Match Report Policy Requirements

1. The local agency must review the Interstate Match report quarterly.

2. Information in the report must be verified before making changes to an applicant/beneficiary's (a/b) Medicaid application or ongoing benefits.
3. The local agency must verify the information discovered on the Interstate Match report by attempting to contact the a/b.
 - a. While not required, it is best practice to attempt to contact the a/b by telephone.
 - b. When verification cannot be obtained with electronic sources (including agency records):
 - (1) Send the a/b a DHB-5097/DHB-5097sp, Request for Information.
 - (2) Allow 12 calendar days for the information to be provided.
 - (3) Ensure that when day 12 is on a weekend or holiday, the due date is the next business day.
 - c. Verification may be provided via any of the following methods:
 - Telephone
 - Mail
 - In-person
 - Electronic/fax
 - ePASS (for beneficiaries with a linked account)
4. The Medicaid caseworker must contact the other state to confirm that the beneficiary is no longer receiving Medicaid in the other state if the a/b has confirmed that they are now a resident of NC.
5. The following website should be used to contact the Medicaid agency in the other state: [Medicaid.gov State Medicaid Links](#)
6. When the information found in the Interstate Match report is verified and results in ineligibility, react to the change following change of circumstance policy.

Refer to MA-2352/3410, Change in Circumstance, Terminations, and Reopening.

B. Interstate Match Report Procedures – NC FAST

PARIS Match reports are available in two locations in NC FAST. The first location provides the complete list for the selected county. Caseworkers must navigate to the second location to work the report from the verification folder.

To locate the Interstate Match Report in NC FAST:

1. Navigate to the Reports tab.

- a. Click the toggle to expand the Shortcuts menu (located on the left side of the screen).
 - b. Select MA>>>XPTR Verification Reporting
 - c. Select the appropriate date and county.
 - d. Select the hyperlink for Interstate PARIS Detail Report.
 - e. Export the report to Excel using the options in the tool bar at the top of the report.
2. Navigate to the Clients and Outcomes tab.
- a. Click the toggle to expand the Shortcuts menu (located on the left side of the screen).
 - b. Select the Medicaid Verification report folder.
 - c. Select the Verification menu.
 - d. The Verification menu displays the applicable hyperlinks for all PARIS Match Reports.
 - e. Select the link titled, Interstate PARIS.
 - f. Enter the requested information in the appropriate fields to locate the Interstate Match data for the appropriate time frame.

III. EFFECTIVE DATE AND IMPLEMENTATION

The policies and procedures found in this letter are effective immediately for all MAGI and non-MAGI applicants and beneficiaries.

If you have questions regarding information in this letter, please contact your Operational Support Team Representative.

DocuSigned by:

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Jay Ludlam
Deputy Secretary, NC Medicaid