

**DSS ADMINISTRATIVE LETTER NO. 5-2004
PERFORMANCE REPORTING/AUTOMATION
(EPICS)**

TO: County Directors of Social Services

ATTENTION: Food Stamp Supervisors/Caseworkers
Program Integrity
Supervisors/Investigators

DATE: March 29, 2004

RE: New EPICS Report
'U and P Claims' FRD490

EFFECTIVE DATE: April 1, 2004

I. GENERAL

As part of the USDA Claims Management Review, a new report has been developed for EPICS that displays all Food Stamp claims with a type of 'U' or 'P'. The report will be produced monthly and will be available for viewing by the counties in NCXPTR.

II. U AND P REPORT

A report entitled 'U and P Report' has been created to identify those Food Stamp claims present in EPICS that contain a claim type of 'U' or 'P'. The report is found in NCXPTR under the name of 'DHRFRD FRD490 U AND P CLAIMS'. To view the report, you must add it to your profile in NCXPTR. This report is created monthly on the last work night of each month and identifies those claims in 'U' or 'P' status as of the date of the report.

A. Report Data Elements

1. Referral Id
2. Claim Category
3. Overpayment Amount
4. U/P Creation Date
5. Client Name
6. Client SSN

7. Referral Status

This report is a county specific report. Each county will only have access to their county data. The report is sorted by investigator ID and in alphabetical order by client last name. No hardcopy of the report will be generated.

County totals are displayed at the end of each county's information that show the total number and dollar amount for 'U' type claims, 'P' type claims, and their totals. Claims are also identified as 'Active' or 'Closed'.

If you have any questions, please contact DSS Automation at (919) 733-8938.

Sincerely,

Hank Bowers, Chief
Performance Reporting/Automation

HB/JK