TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
    DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE
    INCOME MAINTENANCE SUPERVISORS ELIGIBILITY STAFF

FROM: KATHERINE L. COOK, ACTING EXECUTIVE DIRECTOR
    INCOME MAINTENANCE ADMINISTRATION

RE: AIMS OTO DATA ENTERED ON SATURDAY

PROGRAMS AFFECTED: AFDC, AFDC-UP, GPA-PW, FS

ORIGINATING OFFICE: OPA/CARE'S USER SUPPORT

BACKGROUND:

Local Departments of Social Services staff working on weekends are completing OTO issuance (AIPO, AIPI, AIFO, and AIFI) transactions. Data entry operators are then processing these OTOs on the weekends. Usually, only one benefit or check is issued. However, this can generate two benefit issuances and an overpayment.

ACTION REQUIRED:

OTO transactions may be processed until cut off on Friday. Staff working on the weekend may complete the OTO documents for data entry on the next regular work day. Do not data enter OTO's on holidays or weekends. Regular transactions may still be processed.

If you have any questions or concerns, please contact Tim Gordon at (410) 767-7133.

KC/tgah

cc: DHR Executive Staff
    IMA Management Staff
    OPA Staff
    OIM Staff