



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 07-21

Effective Date: January 1, 2007<sup>4</sup>

Issuance Date: March 28, 2007<sup>September 16, 2004</sup>

**TO:** DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS/CASE MANAGERS

**FROM:** KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

**RE:** PUBLIC ASSISTANCE REPORTING INFORMATION SYSTEM (PARIS)

**PROGRAM AFFECTED:** TEMPORARY CASH ASSISTANCE (TCA), FOOD STAMPS (FS) AND MEDICAL ASSISTANCE (MA)

**ORIGINATING OFFICE:** OFFICE OF PROGRAMS

### **SUMMARY:**

The Public Assistance Reporting Information System (PARIS) shares public assistance data among States wishing to maintain program integrity and detect and deter improper payments. Maryland has been a member of the PARIS Project every quarter since August 1999. Using the Social Security Number of recipients as the key, the match process compares benefit payouts made by States for TANF (TCA), Food Stamps and MA against various databases. There are three parts of the PARIS data match process. The Veterans Administration (VA) database match determines if an individual is collecting VA benefits. The Interstate match compares participating States data against each other and determines if an individual is collecting benefits in more than one State. The Federal match determines whether anyone receiving benefits is also collecting a salary or retirement pension as a current or former U.S. military or civil service employee.

The federal PARIS computer facility performs the data match and provides any hits to the State. State staff verify the data and follow appropriate verification procedures and adverse action. The Family Investment Administration has added three new Alert screens in CARES for the receipt and filtering of the three types of PARIS matches: VA, Interstate and Federal.

The federal government does not maintain a PARIS file for the data sent to a state. All electronic data submissions are destroyed after the quarterly run. There are currently 42 states sharing data in the PARIS match.

## **PROCEDURES**

In the past, staff in the DHR Office of the Inspector General (OIG), upon receipt of data returned from the PARIS matches, completed a manual filter of the matches. The filter allowed them to refer those with open cases in Maryland to the appropriate local Department of Social Services. Changes to the system allow PARIS information to automatically be filtered by the system and sent to case managers directly via the CARES alert system. Automating the matches and the filtering parameters provides case managers with information faster and in a cleaner format.

Please refer to the Payment Irregularities Desk Guide for additional guidance.

## **ACTION REQUIRED**

Case managers receiving “matched” information from the CARES alert system must follow up and obtain verification of the matched information. Sometimes the case manager’s “investigation” of circumstances may be as simple as “did the individual receive benefits in another state while receiving benefits in Maryland and if so when?” If no duplicate benefits were received there is no overpayment and no need to send a referral to the OIG’s office. Please review Action Transmittal 06-04 or the Payment Irregularities Desk Guide for information on appropriate referrals for investigation.

It is the responsibility of the LDSS to process any overpayment (OP) regardless of the OP amount, regardless of whether it is Client or Agency Error. When a potential overpayment results from the receipt of duplicate benefits in multiple states, the customer must have used the benefits in both states for an OP to exist. The OP should be processed in the state the OP occurred in. Please refer questions about receipt of benefits in multiple jurisdictions to the OIG’s office.

Refer an OP discovered by the LDSS to the OIG, when the OP amount for one program is \$2,000.00 or more or if the total OP amount is \$5,000.00 or more for multiple programs.

Verify employment, an exemption or good cause information received via the PARIS matches. Request verification from the customer. Take appropriate action when the verification is received.

## **EFFECTIVE DATE**

Effective December 26, 2006, automation of the receipt and filtering of the PARIS matches began. Automation reduces the time spent on manual review and filtering and action on duplicate benefits. The automated process ensures that referrals get to the OIG’s office faster. The OIG’s office also has access to the alerts allowing tracking and monitoring of matches to be more efficient. The Maryland OIG’s office can monitor and track PARIS matches using the CARES Alert list and the disposition codes.

---

## **INQUIRIES**

Please direct TCA policy questions to Marilyn Lorenzo at 410-767-7333 or [mlorenzo@dhr.state.md.us](mailto:mlorenzo@dhr.state.md.us). Direct PARIS system questions to Joyce Westbrook at 410-238-1299. Please refer questions for the OIG's office to Linda Maloney at 443-378-4002 or Dave Warmbier at 443-378-4002.

---

## **CARES ACTION REQUIRED:**

The following 2-tier alerts have been created based on the type of PARIS match:

- 993 – PARIS/Interstate Match (Example A)
- 994 – PARIS/VA Match (Example B)
- 995 – PARIS/Federal Match (Example C)

The appropriate alert will be generated and sent to the case manager of record for all matched customers who were in an active status in TCA and/or FS.

- The first tier of the alert will indicate the type of match and the individual's name. This can be accessed from option **D** (Alerts) on the CARES Main Menu and then option **B** (Priority Detail List).
- The second tier of the alert can be accessed by entering **Y** to the left of the alert and pressing the **PF13** key. CARES will display the individual's name, social security number, and the PARIS match information received. (See examples A, B, and C).
- The alert should be dispositioned from the **ALPR** (first tier) screen by entering the correct disposition code to the right of the alert and pressing **Enter**:
  - 1 – No Change Due to Match – Already Reported
  - 2 – Case Closed/Denied as a Result of Match Information
  - 3 – Case Closed/Denied for Reason Other Than Match
  - 4 – Benefits decreased as a Result of Match Information
  - 5 – No Change as a Result of a Match – Income Excluded
  - 6 – Incorrect Match or SSN
  - 7 – Referred to OIG for Investigation
  - 8 – Child Matched / Referred to OIG for Investigation
  - 9 – MA Only, Referred to DHMH
- Once an alert has been dispositioned, the case manager cannot retrieve it and enter a new disposition code. However, the alert can still be viewed by pressing **PF23** from the customer's **ADDR** screen.

The following PARIS reports will be sent to DataWatch for supervisory review and tracking:

- PARIS Match Report – quarterly - listing the PARIS matches by LDSS and by Case Manager.
- PARIS Alert Disposition Report - monthly - listing the PARIS alerts that were dispositioned by LDSS and by Case Manager.
- PARIS Outstanding Alerts Report - monthly – listing all PARIS alerts that have not been dispositioned.

### Example A

INQUIRY	PARIS INTERSTATE MATCH - PIMA			
	01			
NAME: MARSHA BRADY DISTRICT OFFICE: 335 ADDR: 123 ANY STREET	DOB: 03/21/2000	IRN: 123456789	SSN: 123456789	
	CITY: FT WASHINGTON	STATE: MD	ZIP: 20744	
FS CASE: 123456789 TCA CASE: 123456789 MA CASE:	FS BEG DT: TCA BEG DT: MA BEG DT: 05/01/2006	FS END DT: TCA END DT: MA END DT: 04/30/2007		
-----				
STATE NAME: VA NAME: MARSHA BRADY	DOB: 03/21/2000	SSN: 123456789		
	CITY: WOODBRIDGE	STATE: VA	ZIP: 22193	
CASE NUM: 123456789	FS BEG DT: 11/01/2003 GA BEG DT: MA BEG DT: 11/01/2001 TCA BEG DT: 11/30/2001	FS END DT: GA END DT: MA END DT:		

### Example B

INQUIRY	PARIS VA MATCH - PVMA			
	01			
NAME: MARSHA BRADY DISTRICT OFFICE: 335 ADDR: 123 ANY STREET	DOB: 03/21/2000	IRN: 123456789	SSN: 123456789	
	CITY: FT WASHINGTON	STATE: MD	ZIP: 20744	
FS CASE: 123456789 AMT: 284 TCA CASE: 123456789 AMT: MA CASE: AMT:	FS BEG DT: TCA BEG DT: MA BEG DT: 05/01/2006	FS END DT: TCA END DT: MA END DT: 04/30/2007		
-----				
VET NAME: PAYEE NAME: ADDR: 123 ANY STREET	VET SSN: 123456789 PAYEE SSN: BALTIMORE MD	SPOUSE SSN: ZIP: 22193		
PAYEE NUMBER: 00 RECENT AWARD DT: 12/01/2035	RECORD TYPE: A RECENT AWARD AMOUNT: 112.00			

### Example C

INQUIRY	PARIS FEDERAL MATCH - PFMA			
	01			
NAME: MARSHA BRADY DISTRICT OFFICE: 335 ADDR: 123 ANY STREET	DOB: 03/21/2000	IRN: 123456789	SSN: 123456789	
	CITY: FT WASHINGTON	STATE: MD	ZIP: 20744	
FS CASE: 123456789 AMT: 284 TCA CASE: 123456789 AMT: MA CASE: AMT:	FS BEG DT: TCA BEG DT: MA BEG DT: 05/01/2006	FS END DT: TCA END DT: MA END DT: 04/30/2007		
-----				
NAME: MARSHA BRADY ADDR: 123 ANY STREET	DOB: 03/21/2000 CITY: WOODBRIDGE	SSN: 123456789 STATE: VA	ZIP: 22193	
BFT TYPE: OPM CVL SVC RET PAY PLAN: GROSS PAY: 299.00 PAY END DT:	CATEGORY CODE: PAY STATUS: FED TAXABLE WAGES: RETIREMENT PAY EFF-DT: 11/16/1996	AGENCY: 19 PAY GRADE: 0.00	PAY STEP: 0	