

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
April 29, 2013**

**Amended IM 5168**

**TO:** County Social Service Directors  
Economic Assistance Policy Regional Representatives  
Economic Assistance Policy Quality Control Reviewers

**FROM:** Carol Cartledge, Director, Economic Assistance Policy  
Maggie Anderson, Director, Medical Services

**SUBJECT:** Public Assistance Reporting Information System (PARIS)

**PROGRAMS:** All Programs

**EFFECTIVE:** May 1, 2013

**RETENTION:** Until Manualized

**Attachments:** Attachment #1 - PARIS Alerts in TECS & Vision  
Attachment #2 - PARIS Income Verification Notice

**SECTIONS  
AFFECTED:** 448-01-50-40 - Public Assistance Reporting Information  
System (PARIS)  
400-19-130-15 - Obtaining Verification of Unreported  
Information  
430-05-80-23 - IEVS  
510-05-10-25 - Improper Payments and Suspected Fraud

**This IM is being amended to correct the period of time the household has to respond to the request for information from 10 days to 30 days.**

As indicated in FYI 11-03, the Public Assistance Reporting Information System (PARIS) is a computer data matching and information exchange system administered by the Department of Health and Human Services (DHHS) and Administration for Children and Families (ACF). This system provides States with a tool to improve program integrity in administering Public Assistance and Medicaid programs. PARIS is designed to match State enrollment data from TANF, SNAP and Medicaid Programs with data from other participating States and from a selected group of Federal databases.

Effective May 1, 2013, processing of PARIS hits has been incorporated into the TECS eligibility system. The first hits that will appear will be for the benefit

month of August, 2012. Thereafter, you will receive PARIS hits on a quarterly basis in:

- June for the benefit month of May,
- September for the benefit month of August,
- December for the benefit month of November,
- March for the benefit month of February.

The PARIS matches are located as a new option number #6 on the IEVS Menu (IEME) and are processed similar to IEVS matches.

IEME	IEVS MENU	040513 08:31 MICHELE G
1. IEVS OUTSTANDING INTERFACE		
2. MEDICAID BENEFITS PAID		
3. IEVS OVERPAYMENT ADJUSTMENTS		
4. X-SPED AND BASIC CARE BENEFITS		
5. QMB DEDUCTIONS/COINS/COPAY PD		
6. PUBLIC ASSIST REPORTING (PARIS)		
ENTER FUNCTION (BY NUMBER):		
SSN (OPTIONAL FOR MA OR TECS RECIPIENT) (FOR 1,6):		
SSN (REQUIRED) (FOR 2,4,5):		
FULL SERVICE OFFICE (FOR 1,6): 008		
UNIT (FOR 1,6): 2		
CASELOAD (FOR 1,6): 01		
NEXT-->		

The hits will appear on the Public Assistance Reporting Information System (PUAR) screen and the worker will receive an alert in TECS or Vision. The alerts and descriptions are included in the attached document.

PUAR	PUBLIC ASSISTANCE REPORTING INFORMATION SYSTEM (PARIS)				040513 10:11 MICHELE G
BRWSE	SSN	LAST NAME	FIRST NAME	I	TECS CLIENT ID
	888-99-0000	FLINTSTONE	FRED	L	0000123456
	555-88-0000	RUBBLE	BARNEY	F	0000987654
	999-77-0000	SLATE	ROCKO	K	0000321654
NEXT-->					

There are three hits currently received through the PARIS Match. The three hits are Interstate, Veterans Benefits and Federal Benefits. When selecting a hit, you will flow to the PARIS Outstanding Client Interface (PAOC) screen which will display the PARIS Interstate Match, PARIS Veterans Benefit and PARIS Federal Income hits.

PAOC	PARIS OUTSTANDING CLIENT INTERFACES				040513 10:03 MICHELE G
SSN	LAST NAME	FIRST NAME	I	CLIENT ID	
888-99-0000	FLINTSTONE	FRED	L	0000123456	
BRWSE	RECEIVED DATE	OUTSTANDING PARIS INTERFACES		SYSTEM TECS VISION	
	09/04/12	PARIS INTERSTATE MATCH		X X	
NEXT-->					

The hits are processed as follows:

1. PARIS Interstate Match – SSN's of Medicaid, SNAP and TANF recipients are matched with data from all other participating states to determine if recipients are receiving assistance in two or more states.

Selecting a PARIS Interstate Hit on the PAOC screen, will flow to the PARIS Interstate Match (PAIM) screen. This screen displays the SSN, last name, first name and client ID of the selected recipient. It also displays:

- Reported month – the month North Dakota information was matched against PARIS information
- Other state – state in which duplicate benefits may have been received
- Programs – programs in which duplicate benefits may have been received
- Period eligible – time period of eligibility in the other state for the specified program
- Contact information – the program contact for the other state
- Reported address – the recipient's address in the other state

- Verification completed (Y/N) – Enter the appropriate Y or N indicator which will then flow to the PARIS Tracking Results Screen (PATR)

PAIM		PARIS INTERSTATE MATCH		040513 10:16 MICHELE G	
SSN	LAST NAME	FIRST NAME	I	CLIENT ID	
888-99-0000	FLINTSTON	FRED	L	000123456	
REPORTED MONTHS: AUGUST 2012					
OTHER STATE: NM					
		START DATE STOP DATE			
PROGRAM: SNAP	PERIOD ELIGIBLE: 09/01/11 - 02/29/12				
PROGRAM: MEDICAID	PERIOD ELIGIBLE: 09/01/11 -				
PROGRAM: TANF	PERIOD ELIGIBLE: 09/09/11 - 02/29/12				
CONTACT INFO			REPORTED ADDRESS		
PHONE# 5058278141			461 ASH ST		
FAX# 5058278165			GRANTS		
EMAIL HSDOIGFraud@state.nm.us			NM 870200330		
VERIFICATION COMPLETED (Y/N): NEXT-->					

When a hit is received, the other state must be contacted to verify the information for each program listed. Once the verification is received, action must be taken based on the individual program policies.

The results must be recorded on the PATR screen and in the narrative.

PATR		PARIS TRACKING RESULT SCREEN		040513 10:18 MICHELE G	
		SOURCE: INTERSTATE MATCH			
SSN	LAST NAME	FIRST NAME	I	TECS CLIENT ID	
888-99-0000	FLINTSTONE	FRED	L	0000123456	
STATUS TAKEN			TF	FS	ME
1. INTERFACE/CASE FILE INFORMATION OK			—	—	—
2. APPLICATION DENIED			—	—	—
NO. OF CLIENTS AFFECTED					
3. CASE CLOSED			—	—	—
4. CASE REMAINS OPENED, CHANGE IN BENEFITS			—	—	—
5. CASE CLOSED DUE TO CLIENT NOT RESPONDING BACK			—	—	—
6. NO ACTION NECESSARY, CASE PREVIOUSLY CLOSED			—	—	—
(FOR STATUS 3,4, OR 5)		TANF	FOOD STAMPS	MEDICAID	
NO. OF CLIENTS AFFECTED					
OVERPAYMENT AMOUNT					
UNDERPAYMENT AMOUNT					
NOTICE (Y):					

Form SFN 1050 – PARIS Match (Duplicate Benefits) Out-of-State Inquiry may be used to obtain verification of Medicaid, SNAP and TANF benefits received in another State, as a result of the PARIS Interstate Match.

**Instructions for completing and sending SFN 1050:**

- Staff in North Dakota complete Section A only. However, the Name (Last, First, MI), Date of Birth and Social Security Number for each person in question must be entered, in Section B under the 'Case Members' section.
- Either fax or e-mail the SFN 1050 to the State contact provided. The other State will complete Section B and return the form.

2. The Veterans Benefit (VA) Match - SSNs are used to match data from Federal databases to verify recipients who are receiving income from the Department of Veterans Affairs (VA).

Hits for this match will only be given if the recipient is eligible for Medicaid or TANF. Hits will not be given if the recipient is eligible for SNAP only or if the only eligible individual is a child who is in receipt of Subsidized Adoption or HCBS services. If the recipient is also in receipt of Basic Care, CCAP, LIHEAP or SNAP income verification received as a result of a PARIS hit must also be acted on.

**Note:** The amount listed on a hit may differ from the amount entered into the TECS or Vision system by \$1.00. This is due to the rounding process when the payments are reported. The actual amount the individual is entitled to receive must be used to determine eligibility.

Selecting a PARIS Veterans Benefit Hit on the PAOC screen, will flow to the PARIS Veteran's Benefit Match (PAVB) screen. This screen displays the SSN, last name, first name and client ID of the selected recipient. It also displays:

- Reported month – the month North Dakota information was matched against PARIS information
- Type of benefit – type of veteran's benefits the recipient receives
- Year to date amount – amount of the veteran's benefit the recipient received to date
- Notice (Y) – Enter a Y in this field to flow to the Notice Request (NORE) screen to send a notice to the recipient if needed
- Verification completed (Y/N) – Enter the appropriate Y or N indicator which will then flow to the PARIS Tracking Results Screen (PATR).

PAVB	PARIS VETERANS BENEFIT MATCH				040513 10:19 MICHELE G
SSN	LAST NAME	FIRST NAME	I	CLIENT ID	
555-88-0000	RUBBLE	BARNEY	F	0000987654	
REPORTED MONTHS: AUGUST 2012					
TYPE OF BENEFIT		AMOUNT	TECS	SYSTEM	VISION
IMPROVED PENSION SURVIVOR					X
NOTICE (Y): VERIFICATION COMPLETED(Y/N): NEXT-->					

**Veterans Income** - When a hit is received, if the verification is in the case file, the eligibility worker must then determine if the verification was used correctly. If the verification is not in the case file, for Medicaid or TANF, the following steps must be used to verify the hit.

1. The worker must send a notice **within 30 days from the date of the PARIS hit**, requesting the verification and informing the household they must clarify the veteran's income. The PARIS Income Verification notice should be used.  
**Note:** Attachment #2 is a copy of the PARIS Income Verification notice.
2. If the household contacts the eligibility worker and requests assistance in obtaining the information, the eligibility worker must assist the household. A release of information must be used when contacting the source.
3. If the household fails to respond **within 10 30 days**, an advance notice to close Medicaid or TANF must be sent to the household, however, the verification process must continue.  
**NOTE:** If the household informs the eligibility worker that they have requested the information but the information has not been received, additional time may be granted. This must be documented in the case file.

4. If the household does not provide the information, the eligibility worker must contact the source to verify the information. A release of information must be used when contacting the source.
  - If the source does not provide the verification, refer to TANF policy at 400-19-130-15, SNAP Policy at 430-05-80-23, or Medicaid policy at 510-05-10-25.
5. If the household or the source provides the verification refer to TANF policy at 400-19-130-15, SNAP Policy at 430-05-80-30, or Medicaid policy at 510-05-10-25.

The results must be recorded on the PATR screen and the narrative.

3. The Federal Income Match – SSN's are used to match State data with information from the Department of Defense (DOD) and Office of Personnel Management (OPM) to determine if recipients are receiving income/pensions from any of these sources.

Hits for this match will only be given if the recipient is eligible for Medicaid or TANF. Hits will not be given if the recipient is eligible for SNAP only or if the only eligible individual is a child who is in receipt of Subsidized Adoption or HCBS services. If the recipient is also in receipt of Basic Care, CCAP, LIHEAP or SNAP income verification received as a result of a PARIS hit must also be acted on.

**Note:** The amount listed on a hit may differ from the amount entered into the TECS or Vision system by \$1.00. This is due to the rounding process when the payments are reported. The actual amount the individual is entitled to receive must be used to determine eligibility.

Selecting a PARIS Federal Income Hit on the PAOC screen, will flow to the PARIS Federal Income Match (PAFI) screen. This screen displays the SSN, last name, first name and client ID of the selected recipient. It also displays:

- Reported month – the month North Dakota information was matched against PARIS information
- Source of Income – type of federal income the recipient receives
- Amount – amount of the federal income the recipient received. The amount of income that will display is as follows:

Income Type	Amount Displayed
CIVILIAN DOD	Current Pay Period*
CIVILIAN OPM	Annual Total Pay
CIVILIAN RETIRED	Monthly Gross Amount
MILITARY ACTIVE DUTY	Year-to-Date Federal Taxable Wages plus the current monthly amount for housing allowance
MILITARY RETIRED	Gross monthly amount
MILITARY RESERVED	Current month
NON-APPROPRIATED FUNDS	Annualized Salary
*Individuals receiving this type of income are paid bi-weekly. The amount that should be entered into the TECS or Vision System should be more than the amount displayed on the hit.	

- Notice (Y) – Enter a Y in this field to flow to the Notice Request (NORE) screen to send a notice to the recipient if needed.
- Verification completed (Y/N) – Enter the appropriate Y or N indicator which will then flow to the PARIS Tracking Results Screen (PATR)

PAFI		PARIS FEDERAL INCOME MATCH		040513 10:21 MICHELE G	
SSN	LAST NAME	FIRST NAME	I	CLIENT ID	
999-77-0000	SLATE	ROCKO	K	000321654	
REPORTED MONTHS: AUGUST 2012					
SOURCE OF INCOME		AMOUNT	SYSTEM		
CIVILIAN RETIRED		1557.00	TECS	VISION X	
NOTICE (Y) : _ VERIFICATION COMPLETED (Y/N) : NEXT-->					

**Federal Income** - When a hit is received, if the verification is in the case file, the eligibility worker must determine if the verification was used correctly. If the verification is not in the case file, for Medicaid or TANF, the following steps must be used to verify the hit.

1. The worker must send a notice **within 30 days from the date of the PARIS hit**, requesting the verification and informing the



household they must clarify the federal income. The PARIS Income Verification notice should be used.

2. If the household contacts the eligibility worker and requests assistance in obtaining the information, the eligibility worker must assist the household. A release of information may be required when contacting the source.
3. If the household fails to respond **within 10 30 days**, an advance notice to close Medicaid or TANF must be sent to the household, however, the verification process must continue.  
**NOTE:** If the household informs the eligibility worker that the requested information has not been received, additional time may be granted. This must be documented in the case file.
4. If the household does not provide the information, the eligibility worker must contact the source to verify the information. A release of information may be required when contacting the source.
  - If the source does not provide the verification, refer to TANF policy at 400-19-130-15, SNAP Policy at 430-05-80-23, or Medicaid policy at 510-05-10-25.
5. If the household or the source provides the verification refer to TANF policy at 400-19-130-15, SNAP Policy at 430-05-80-30, or Medicaid policy at 510-05-10-25.

The results must be recorded on the PATR screen and the narrative.

If you have questions, please contact your Regional Representative.