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LOCAL COMMISSIONERS MEMORANDUM

OTDA-4037EL (Rev. 11/98)

Transmittal No: 00 LCM-6

Date: March 23, 2000

Division: OBF&DM

TO: Local District Commissioners

SUBJECT: "Claims Against Households Report" (DSS-3214)

ATTACHMENTS: None

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The purpose of this Local Commissioners Memorandum is to advise districts of additional reporting requirements and review activities that must be undertaken when preparing the monthly Food Stamp Program "Claims Against Households Report" (DSS-3214).

All districts must include in either the "Remarks" section of the DSS-3214 or on a separate attachment, the Treasury Offset Program (TOP) cycle numbers and amounts that have been reported through CAMS during the reporting month. If there were no TOP transactions for the reporting month, then write "No TOP Activity" in the "Remarks" section. Please note that TOP was originally referred to as the Federal Tax Refund Offset Program (FTROP).

Effective with the March 2000 DSS-3214, local districts must provide an explanation for any line 3b adjustments which exceed 10% of the ending balance (Line 13) on the district's DSS-3214 for the reporting month.

Districts are also reminded of the requirement in Administrative Directive 97 ADM-19 (Reporting and Monitoring of the DSS-3214, Food Stamp Claims Against Households Report) to maintain a reconciliation process that can be used to verify and update DSS-3214 claim balances on a quarterly basis. The reconciliation must determine whether the Beginning Balances reported on the DSS-3214 agree with the claim listings of numbers and dollar amounts of claims in their respective categories (IPV, IHE, & Agency Error). To aid in the determination as to whether the balances are reconcilable, for CAMS and non CAMS districts, a quarterly sample of 5 to 10 cases in each of the IPV, IHE and Agency Error categories must be taken from the listing of cases

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with overpayments. The claim must be checked to the client's case file to ensure the claim is supported in the case file and the proper category is determined. Any problems found in the quarterly reviews must be rectified, and if consistently problematic, corrective action taken.

Districts must also review the supporting documentation for other lines of the DSS-3214 report for unusual amounts. For example, the report must be reviewed in the recoupments area for unusually large dollar amounts or amounts showing cents. Cash collections must be reconciled to the cash collections reported on the DSS-3214 for the reporting month. For Non-CAMS districts, these conditions should, whenever possible, be corrected prior to submitting the DSS-3214 for the respective month. At the latest, they should be corrected on the subsequent month's DSS-3214. For CAMS districts, the incorrect postings to CAMS must be reversed, and correct amounts manually posted, in order that the subsequent month's CAMS 3214 report will reflect the corrections.

If you have any questions, please call Roland Levie (Regions 1-IV) at 1-800-343-8859 extension 4-7549 or Marvin Gold (Region V) at (212) 383-1733.



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