IEVS/SAVE/PACSES AND SAR DESK GUIDE

Exchange	Cash – SAR	Cash – Non-SAR
Exchange 1 Wage Match/New Hire	Compare the Match/Hit with recipient's current employment and income information on e-CIS. If the data is unknown, the caseworker must obtain verification. Check imaging for verification, request verification from the recipient if needed or verify through The Work Number. Once verification is received, employment and wage information must be entered in eCIS and benefits adjusted accordingly. If the employment and wage information is NOT received, the caseworker must send the Advanced Notice for benefit closure and review for possible overpayment. Clear hit with the appropriate disposition code and narrate. For budgets with known earned income, clear hit with appropriate disposition code (F) and narrate. Review changes to earned income at next redetermination or SAR review.	All TANF budgets are in SAR. Budgets not in SAR are Refugee Cash and State Blind Pensions. Compare the Match/Hit with recipient's current employment and income information on e-CIS. If the data is unknown, the caseworker must obtain verification. Check imaging for verification, request verification from the recipient if needed or verify through The Work Number. Once verification is received, employment and wage information must be entered in eCIS and benefits adjusted accordingly. If the employment and wage information is NOT received, the caseworker must send the Advanced Notice for benefit closure and review for possible overpayment. Clear hit with the appropriate disposition code and narrate. For budgets with known earned income clear hit with appropriate disposition code (F) and narrate. Review changes to earned income at next redetermination or SAR review.
Quarterly	For budgets with known earned income adjusted during the quarter, divide the quarterly wages by 3 and if the result does not exceed the estimate by more than $100, no overpayment exists. Narrate and clear hit. If the result exceeds estimate by more than $100, review for possible overpayment. Clear hit with appropriate disposition code and narrate. For budgets with NO earned income adjusted during the quarter, review for possible overpayment. Check imaging for verification, request verification from the recipient if needed. Clear hit with appropriate disposition code and narrate.	Review the case for possible OP. Clear hit with appropriate disposition code and narrate.

December 2017

TALX-Equifax (The Work Number)	TALX-Equifax (The Work Number) information is considered verified upon receipt. Review and adjust benefits if applicable. Clear hit with appropriate disposition code and narrate.
Exchange 2 UC Match	This information is considered verified upon receipt. Review and adjust benefits. Clear hit with appropriate disposition code and narrate.
Exchange 3 Bendex	This information is considered verified upon receipt. Review and adjust benefits. Clear hit with appropriate disposition code and narrate. .
Exchange 4 ERF	Review to determine if any action is needed or if an OP exists. ***Do not Print information from Exchange 4.*** Clear hit with appropriate disposition code and narrate.
Exchange 5 Unearned Income	Review to determine if any case action is needed or if an OP exists. ***Do not Print information from Exchange 5.*** Clear hit with appropriate disposition code and narrate.
Exchange 6 SDX	This information is considered verified upon receipt. Review and adjust benefits. Clear hit with appropriate disposition code and narrate.
Exchange 7 Buy-In	This information is considered verified upon receipt. Review and adjust benefits if required. Clear hit with appropriate disposition code and narrate.
Exchange 8 Deceased persons	Additional verification needed prior to taking action. Once received, take action, regardless of outcome. If not received, send Advance Notice to close. Clear hit with appropriate disposition code and narrate.

Exchange 9a Paris Match **Exchange 9b** Veteran's Assistance	***Information on Exchange 9 is not verified upon receipt.*** Once ***verification is*** received, take action, regardless of outcome. If not received, send Advance Notice to close. Narrate and clear hit with appropriate disposition code. No immediate action is required for "hits" indicating an increase in gross monthly unearned income of $50 or less from a known source. Narrate and clear the "hit". Review at the next redetermination or SAR review. For all other "hits" including an increase of more than $50 in gross monthly unearned income from a known source or unearned income from a new source, additional verification is needed prior to taking action. Once verification is received, adjust benefits accordingly. If verification is not received, send Advanced Notice for benefit closure and review for possible overpayment. Clear hit with appropriate disposition code and narrate.
Exchange 10 CJIS	**Additional verification is needed prior to taking action. Currently no information received on Exchange 10 is verified upon receipt. If verification is received, take action according to verification provided. If not received, send Advance Notice for benefit closure. Narrate and clear hit** with appropriate disposition code.
Exchange 11 Lottery	Information on Exchange 11 is not verified upon receipt. Check imaging for verification, request verification from the recipient if needed prior to taking action. Once verification is received, take action and adjust benefits accordingly. If verification is not received, send an Advance Notice for benefit closure and review for possible overpayment. Clear hit with appropriate disposition code and narrate.
PACSES	No change. Refer to CAH 150.31 for policy on support payments.
SAVE	This information is considered verified upon receipt. See Supplemental Handbook Chapter 740. Review for eligibility.