## 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.	All TANF budgets are in SAR. Budgets not in SAR are Refugee Cash and State Blind Pensions.
	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.	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.

Page 1 of 3 October 2024

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

Page 2 of 3 October 2024

<b>Exchange 9a</b> Paris Match	Information on Exchange 9a is not verified upon receipt.	
Paris Materi	If a hit is showing current benefits, the household must be contacted to verify PA residence. A PA253 should be sent for proof of residence.	
	If verification is received, the matching state should be contacted on the client's behalf. Failure to respond to the PA253 and submit proof of PA residence will result in 042 closure of TANF benefits.	
	If proof of out-of-state residence is received, benefits should be closed 064.	
	Information received should be shared with the matching state indicated in the Exchange 9a hit. Additional information can also be requested from the matching state, as needed.	
<b>Exchange 9b</b> Veteran's	Information on Exchange 9b is not verified upon receipt.	
Assistance	VA benefit amount should be reviewed. If the unearned income does not match the amount adjusted in the case, a PA253 should be sent. VA benefits are excluded income for State Blind Pension.	
	If unearned income verification is not received, case should be closed 042 and narrated.	
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 considered 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. Review and adjust benefits accordingly. 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.	

Page 3 of 3 October 2024