

**DATE:** February 25, 2015

**OPERATIONS MEMORANDUM #15-02-02**  
**Supplemental Nutrition Assistance Program/OPS**

**SUBJECT:** Enterprise Data Exchange (EDX)

**TO:** Executive Directors

**FROM:** Inez Titus  
Director  
Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) of changes being made to the EDX and to eCIS to allow for the processing of the National Directory of New Hires (NDNH) matches for SNAP applications and renewals. These changes will be effective March 1, 2015.

**BACKGROUND**

The Agricultural Act of 2014, signed February 7, 2014, included a requirement to data-match with NDNH for SNAP eligibility and recertification. Similar to TANF, this initiative will integrate the NDNH information, with the information currently received via Exchange 01 – NDNH W-4, and include targeting logic similar to the Exchange 01 rules to create “hits” while processing the information received in eCIS. "Hit" notification will be posted to a worker's dashboard to notify them of new data for review.

**DISCUSSION**

**The EDX, eCIS, and NDNH process:**

1. The NDNH-SNAP Recipient matches will be loaded into Data Exchange 01.
2. eCIS will create an Exchange 01 hit on the Workload Dashboard (WLD) for each record marked as 'Hit pending'.
3. The WLD will display the NDNH hits as '01 NDNH W-4' on the Work Item Type dropdown on the Assignment Search page.
4. eCIS allows the user to navigate to the Exchange 01 Wage Match Summary Screen by clicking on the NDNH exchange hit on the WLD.

5. eCIS will assign a due date of 21 days for the caseworker to process the NDNH match.
6. The caseworker should first review the NDNH match information and review the recipient's current employment and income information on the application or in eCIS.
7. If the data provided by the NDNH match is unknown to eCIS, the caseworker must obtain verification of the recipient's employment and applicable wages through the recipient, the recipient's employer (PA 78), or The Work Number.
8. Upon receipt of verification of the recipient's employment and wages, the caseworker is to adjust the recipient's eCIS employment and income screen and adjust the recipient's benefits as necessary.
9. The caseworker must then return to Data Exchange 01 and clear the NDNH match with the appropriate disposition code.
10. eCIS allows a user to dispose of an NDNH hit generated on a record through the 'Disposition Management' tab.
11. eCIS will mark the exchange request as 'Complete' once a final status has been identified or disposition has been updated for each record.
12. eCIS allows a user to perform an NDNH inquiry from the existing Exchange 01 Summary Page.
13. Each month, EDX shall purge NDNH data two years from the date of receipt.

The NDNH-SNAP applicant and recipient match disposition responses will be monitored by the Bureau of Policy and will be reported on a quarterly and annual basis to the U.S. Department of Health Human Services Administration for Children and Families.

### **NEXT STEPS**

1. Review this Operations Memorandum with all CAO staff.
2. Direct questions regarding this Operations Memorandum to your Area Manager.