Ohio | Department of Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

Family Assistance Letter #139
OFFICE OF FAMILY ASSISTANCE
November 21, 2014

TO: Directors, County Department of Job and Family Services

FROM: Kara B. Wente, Deputy Director
Office of Family Assistance

SUBJECT: National Directory of New Hires

Background

Currently, employers that operate in Ohio are required to provide the Ohio Department of Job and Family Services (ODJFS) with certain information about employees who are newly hired. That information is then passed on to the National Directory of New Hires (NDNH), which is operated by the Federal Office of Child Support Enforcement (OCSE) in the U.S. Department of Health and Human Services.

In addition to providing the new hire information from Ohio employers to the NDNH, ODJFS provides county agencies with system alerts containing the new hire information to ensure all employment information has been reported, verified, and used appropriately when determining food assistance benefits.

Change in Policy

Section 4013 of "The Agricultural Act of 2014" has significantly expanded the NDNH process. ODJFS must request wage data from the NDNH for every food assistance applicant at the time of certification and recertification and must report the impact (if any) the information had on the food assistance case. The process established by OCSE does not support a real-time exchange of data and instead, participant data will be matched on a monthly basis.

Beginning with the match in December 2014, information about adult members of an assistance group will be matched against the NDNH data at the time of certification or recertification. When there is a successful match, the county agency will receive alert 218 "NDNH New Employment Reported."

Alert 218- NDNH New Employment Reported

This is a batch generated alert sent to the worker indicating that new employment has been received from the NDNH. The alert is only sent when employment for the individual has not been reported in a prior NDNH match. Please refer to OAC 5101:4-7-08 "Food assistance: new hire reporting program (W-4)" for applicable policy and timelines for working the alerts.

Alert 218 is a high priority and is considered error-prone. If the situation that created this alert is not resolved within 30 days, the supervisor will receive Alert 983, which is a copy of the alert. If the situation that created the alert is not resolved within 60 days, the administrator will receive Alert 983. In order to resolve the alert, it is necessary to review employment information on the DENH screen to see if the information is already known. If the information is not known, it will be necessary to contact the participant for verification, make the appropriate changes to the case and review for possible over or under issuances.

Reporting

The worker must document the disposition of the alert on DENH, and if applicable, document the verification type used to verify the employment. The disposition codes are listed on table TNDD, and the verification codes are listed on table TNDV. Three disposition codes require the worker to also enter a dollar amount into the "Cost Avoided" field on the screen: (1) denied; (2) earnings termination; and (3) benefit reduction.

The "cost avoided" is the difference between the monthly benefit the assistance group would have been given in the absence of verified employment information resulting from a NDNH match, and the monthly benefit the assistance group received after the verified employment information was used to modify benefits. It is important to note that not all initial applications denied as a result of the verified employment from a NDNH match will have a potential benefit amount determined prior to the match and subsequent denial of benefits. In such instances, the avoided cost to be entered is zero. It is important that the disposition codes, verification codes and costs avoided are accurately entered on the DENH screen as the information will be reported to our federal partners on an annual basis.

The DENER screen will contain error information. Specifically, it will contain recipients whose name and/or SSN do not match with the Social Security Administration files. This information will also be listed on the new monthly error report- GDE755RA.

Questions can be sent to Program Policy Services either by email at TANF-FSTA@jfs.ohio.gov or by calling 1-866-886-3537 (option 6).

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