

FOOD STAMP MASTER DEATH MATCH - CASEWORKER REPORT

PURPOSE: The purpose of the Social Security Death Match is to provide a means to ensure that a deceased individual does not receive food stamp benefits.

DISPOSITION: Take appropriate action, record on the report the action taken and file the report in the food stamp section of the case record.

MANUAL REFERENCE: IMNL Food Stamp Manual 1100.000.00 - 1150.040.00

DESCRIPTION: Each quarter all food stamp applicants and all active or suspended participants are matched with the Social Security Administration's (SSA) Master Death Index (SSMDI) using the social security number of the participant/applicant. If a match occurs and the individual participates in the Food Stamp Program or is in application or suspended status, the county office is notified by the report number FIFDY305-01, Food Stamp Master Death Match - Caseworker Report.

Below is an explanation of the data included on the report.

CASE IDENTIFICATION

COUNTY: The report lists the county for the case in which the matched individual is receiving or applying for food stamp benefits.

LOAD: The report lists the load number entered into FSU5 for the case in which the matched individual is receiving or applying for food stamp benefits.

SUPERVISOR NUMBER/NAME: The report lists the number and name of the IM Supervisor as shown in field 42 of FSU5.

WORKER NUMBER/NAME: The report lists the worker number and name of the IM worker as shown in field 40 of FSU5.

CASE DCN AND NAME: The case DCN and case name is shown for the food stamp case in which the matched individual is receiving benefits.

INDIVIDUAL INFORMATION

DCN: The DCN of the individual matched to the SSMDI is shown.

SSN: The social security number of the individual matched to the SSMDI is shown.

NAME: The individual's name as reported to SSA is shown.

DATE OF DEATH: The date of death for the matched individual is shown.

SEX: The sex of the matched individual as reported to the Social Security Administration is listed.

DATE OF BIRTH (DOB): The matched individual's date of birth as reported to the SSA is shown.

DEATH MATCH DATE: The date shown is the date the Death Match was generated by SSA.

ADDITIONAL MESSAGES

The following messages may appear at the bottom of this report:

DECEASED INDIVIDUAL IS ACTIVE ON FS CASE: This message informs the worker the matched individual is active on a food stamp case.

NOTE: *The match with SSA may incorrectly identify an individual as being deceased. Staff must contact the individual and instruct him/her to go to the local SSA office to resolve the discrepancy. Inform the individual to take two types of identification with them that verify age and identity. For example, s/he can bring a birth certificate and photo identification. If other verification is needed, SSA will notify the individual while s/he is at the SSA office.*

After contact with the household, Notify the Food Stamp Program and Policy Unit and provide the county name, caseworker's name, case name, case DCN and matched individual's name, individual's SSN and DCN. This is

September 2001

necessary to prevent the individual from appearing on the follow-up listing provided to staff. The individual will be listed on the next quarterly report if the discrepancy is not resolved with SSA.

SSA STATUS: This field will only appear if information sent to SSA does not match their files. Possible reasons are as follows:

"*" - An incorrect social security number is sent. The correct social security number will appear in the SSA response field.

Code 3 - An incorrect date of birth is sent. The correct date of birth will appear in the SSA response field.

Code 5 - An incorrect surname is used. The surname shown on SSA files is different than the name submitted. SSA will not provide the correct surname.

SSA RESPONSE: SSA will provide the correct date of birth or social security number as shown on SSA records.