

**FOOD STAMP CURRENCY REPORTS - FFSMT551 AND FFSMT553**

PURPOSE: To provide a management report for monitoring timelines of case actions that were processed for the report month, including applications for cases and individuals. Also, to serve as an aid in monitoring worker performance in the area of timeliness. The report is sorted by supervisor number and name and backup worker number and name.

Page A provides a listing of cases, action taken, days pending, and delay code, if applicable.

Page B provides the statistics of the case actions processed. The delays are listed as client, worker or no delay. Percentages are shown for the total current and the cases not processed timely.

**NUMBER OF COPIES AND DISPOSITION:**

- Report FFSMT551-01 is for the supervisor in the county office providing a listing of case actions and totals for each individual caseworker.
- Report FFSMT551-02 is the County Director copy providing county totals only.
- Report FFSMT551-03 is for the area office providing totals within the area.
- Report FFSMT551-04 is for the area office providing county totals within the sub-area.
- Report FFSMT551-05 contains totals summarized for each area provided to the Program and Policy Unit.
- Report FFSMT553-01 is a report taken from the currency report, of worker delayed actions displayed by Supervisor III for the metropolitan counties.
- Report FFSMT553-02 contains totals summarized for the director of each metropolitan county.

**MANUAL REFERENCE: IM-105/FSU5**

**INSTRUCTIONS:**

HEADINGS: The standardized headings are used for the correct distribution in the county and the area offices. The headings contain the pay county; distribution; the period the report covers; the computer run date and the frequency of the report.

**CURRENCY REPORT: (PAGE A)**

LOAD: The load in which the case was carried at the time of the case action.

DCN: The DCN of the case for which the action was completed.

*CASE NAME:* The name of the individual for whom the application was filed.

*APPL DATE:* The date the application was filed.

*SYSTEM PROCESS DATE:* This is the date the case action was processed in the system. This replaces the "PROC DATE" field.

*DUE DATE:* The system calculated application due date.

*APP TYPE:* This reflects the type of application. An "I" indicates an initial application, a "T" indicates a timely reapplication, and an "N" indicates a non-timely reapplication.

*LAST MONTH CERT:* This date reflects the last month of the previous certification period.

*CASE ACTION:* The case action code entered on the IM-105/FSU5 at the time of the case action.

*DAYS PENDING:* The difference in the number of days between the application/reapplication date and the system process date. This information is displayed for initial and non-timely applications only.

*DAYS PENDING DELINQUENT:* The number of days from the due date to the system process date.

*DELAY CODE:* The code entered to indicate client delay or agency delay. If the field is blank, it indicates no delay.

*OP ID:* This is the last three characters of the user ID of the individual who processed the case action (the Backup Worker).

*CL DELAY:* A "D" code in this field indicates the worker entered a code 40.

**CURRENCY REPORT (PAGE B)**

Page B of the Currency Report is divided into two categories, initial and non-timely applications and timely recertification reapplications. Both categories contain the number and percentage of cases processed as no delay, client delay, or agency delay. The report is sorted by supervisor number and name and backup worker number and name.

*CASE ACTION CODE:* This is the case action taken such as "01" certify; "01C" system certify; "05" recertify; "05C" system recertify; "11" categorically eligible suspend; and "02" reject.

*TOTAL ACTIONS COMPLETE:* This is the total actions completed for each case action type (i.e.) 01, 05, 11, or 2).

*NO DELAY:* The cases that were completed timely.

*CLIENT DELAY:* The cases that contained client delay in processing.

**Note:** The following cases coded as client delay are counted as worker delay:

- initial or non-timely cases pending over 30 days and coded as client delay in FSU5 but not processed using code 40 for the second 30 day pending period;
- cases coded as client delay in FSU5 but not approved until after the 1st working day after the 60th calendar day and;
- cases coded as client delay in FSU5 but not rejected until after the 2nd working day after the 60th calendar day.

*WORKER DELAY:* This shows the cases that contained worker delay in processing.

*SUB-TOTAL/PERCENT:* The sub-totals and percentages for each category are shown for: (1) total actions completed; (2) applications with no delay; (3) applications with client delay; and (4) applications containing worker delay.

*TOTAL CASES:* This is the total of cases processed for both categories.

*TOTAL PERCENT NO DELAY:* This is the percentage of applications processed on time.

*TOTAL PERCENT WORKER DELAY:* This is the percentage of applications processed that are counted as worker delay.

*TOTAL PERCENT CLIENT DELAY:* This is the percent of applications processed that are counted as client delay.

*WORKER CURRENCY:* This is total of the columns showing the percentage of applications processed and counted as no delay and client delay.

*ACTION TAKEN TO ADD INDIVIDUALS:* The add line shows individuals added to applications/active cases during the month. The reject line shows the individuals rejected from applications during the month.

**FOOD STAMP PRODUCTION REPORT - FFSMT550**

**PURPOSE:** To provide a management report listing Food Stamp case actions processed during the month. Total worker transactions, with a breakdown of budget adjustments and address changes are shown. Total computer transactions are listed with a breakdown of the reason. The number of FSU5 transactions are summarized by code. The report is sorted by supervisor number and name and backup worker number and name.

**NUMBER OF COPIES AND DISPOSITION:**

- Report FFSMT550-01 is for the IM supervisor in the county office and consists of a listing of all transactions and totals for each individual worker.
- Report FFSMT550-02 is the County Director copy which consists of totals for the entire county.
- Report FFSMT550-03 is the Area Office copy and provides totals for individual counties within the Area.
- Report FFSMT550-04 is for the sub-area and provides totals for counties within the sub-areas.
- Report FFSMT550-05 is totals summarized for each area provided to the Program and Policy Unit.

**MANUAL REFERENCE:** IM-105/FSU5

**INSTRUCTIONS:**

**HEADINGS:** The standardized headings are used for the correct distribution in the county and the area offices. The headings contain the pay county, the distribution, the period the report covers, the computer run date, and the frequency of the report.

**PRODUCTION REPORT (PAGE A)**

**LOAD:** The load in which the case was carried at the time of the case action.

**DCN:** The DCN of the case for which the action was completed.

**CASE NAME:** The name of the individual for whom the application was filed.

**APPL DATE:** The date the application was filed.

**PROC DATE:** The date the application/transaction was processed.

**ACTION:** The case action code used to process the case.

**COUPON AMT:** The amount of coupons issued.

**TYP/CHG:** The change that has occurred due to the action taken (i.e. increase in allotment; decrease in allotment; or NC for no change.)

*WORKER NO:* The five digit worker number assigned to the worker assigned to the case.

*OP-ID:* The last three characters of the user ID of the individual who processed the case action.

*CL DELAY:* A "D" code in this field indicates the worker entered a code 40.

**PRODUCTION REPORT (PAGE B)**

This page contains data as follows for each report:

*TOTAL TRANSACTIONS:* The total of worker and computer transactions processed. These figures reflect the total number of transactions for the worker, county, or area depending on the report distribution.

*TOTAL WORKER TRANSACTIONS:* The number of transactions processed by the worker for the month.

*TOTAL FOR ACTION PROCESSED 01, 05, 11, 24:* Approval action transactions completed.

*TOTAL FOR ACTION PROCESSED 02, 03:* Total for rejections and case closing completed.

*TOTAL BUDGET CHANGES ON ACTION 07:* Budget adjustments completed by the worker.

*TOTAL ADDRESS CHANGES ON ACTION 07:* Total address changes completed by the worker.

*TOTAL PROCESSED FOR ACTION 00:* Total of all case action "00" processed during the month.

*INDIVIDUALS REJECTED FOR 00:* Total individual applications rejected.

*INDIVIDUALS APPLIED FOR 00:* Total individual applications approved.

*TOTAL COMPUTER TRANSACTIONS:* Total computer transactions processed for the month.

*CLOSING 03C:* Computer generated closing transactions completed.

Reason 48: Computer death closing

Reason 67: Computer Adjustment Closing

Reason 69: Computer Closing - IPV

*ACTION 07C:* Computer budget adjustments completed.

*ACTION 24C:* Computer adjustment completing Mid-Certification Reviews.

*ACTION 01C:* Computer approvals completed.

*ACTION 05C:* Computer recertifications completed.

*FSU5 TRANSACTIONS:* Totals of all FSU5 transactions completed.

Revised March 2001