
General Information Memorandum

ISD-GI 15-22

TO: ISD Employees

FROM:  Marilyn Martinez, Director, Income Support Division

RE: FFY 2015 SNAP Performance Report

DATE: April 3, 2015

Attached please find the second issue of the Supplemental Nutrition Assistance Program (SNAP) Performance Report for FFY 2015. This report includes all Quality Control (QC) findings received for the review month of October 2014 through November 2014. All errors for October 2014 through November 2014 have been finalized. Along with payment and negative accuracy rates, data included in this report is the recertification, 7-day, and 30-day application processing timeliness. The Performance Goals for the state for FFY 2015 are:

Payment Accuracy of 96% or better

Negative Accuracy Rate of 99%

Expedite application processing timeliness of 98%

30-day application timeliness of 98% or better

Effective **March 1, 2014, per IPP 14-01**, counties with a payment accuracy rate of 96% or better must review cases at Level 2; all others must review cases at Level 1.

- **Level 1:** A county office with an error rate above **4.0%** is required to complete 35 full reviews per supervisor per month. Of the 35 reviews, at least 20 must be reviewed prior to disposition of the case (Second Party Reviews). The remaining 15 must be reviewed using the case read function in ASPEN. **These completed reviews must be completed by the last working day of the month.** All of the reviews must contain SNAP as a Category of Eligibility (COE).
- **Level 2:** A county office with an error rate of **4.0% or less** is required to complete 25 full reviews per supervisor per month. Of the 25 reviews, at least 15 must be reviewed prior to disposition of the case (Second Party Reviews). The remaining 10 must be reviewed using the case read function in ASPEN. **These completed reviews must be completed**

by the last working day of the month. All of the reviews must contain SNAP as a Category of Eligibility (COE).

Effective **March 1, 2014, per IPP 14-01**, counties will review cases using Criteria #152 for both Level 1 and Level 2 Case Read Reviews.

All supervisory reviews should include a review of income, household composition, deductions, timeliness, documentation, and barriers and the NVRA settlement agreement requirements were addressed. Supervisors should review cases from each one of their staff. A spreadsheet for each county office has been created to track the Second Party Reviews. The spreadsheets are located on the QIS Reports Monitoring shared drive in the folder named Second Party Reviews. Each region will have a folder containing the individual offices. **The spreadsheets must be completed monthly by the last calendar day of the month.**

The County Director and the Quality Improvement Section (QIS) will monitor to ensure that all required reviews are done monthly.

If counties are found to be non-compliant with mandatory case reads, **County Directors**, as part of a remedial Corrective Action Plan, will review a minimum 5 cases per supervisor prior to the last working day of the month.

Please share this data with staff as appropriate. If there are any questions or comments, please contact Carolyn Craven of the Quality Assessment Bureau at 827-7224 or e-mail at Carolyn.Craven@state.nm.us.

Attachment

**Quality Improvement Section SNAP Performance Report
Quality Control Finding FFY 2015**

1. STATE - Cumulative Payment Error Rates

Total Paid	\$42,979		
Total Dollar Errors	\$2,705	Total Error Rate %	6.29%
Total Dollar Over	\$1,086	% Error Rate Over	2.53%
Total Dollar Under	\$587	% Error Rate Under	1.37%
Total Dollar Ineligible	\$1,032	% Error Rate Ineligible	2.40%

Cumulative Case Error Rate

Total Reviewed	164
% in Error	12.80%

Agency Error (Dollar Amount):		Agency % Error Rate:	
\$1,452		3.38%	

Cases Dropped	32
Correct	143
Overpaid	9
Underpaid	8
Ineligible	4

Client Error (Dollar Amount):		Client % Error Rate:	
\$1,253		2.92%	

2. ADMINISTRATIVE OFFICES - Cumulative Payment Error Rates

HIPAC Counties		Agency \$ Error	Agency % Error	Client \$ Error	Client % Error	Total \$ Error	Total \$ Paid	County Error Rate	HIPAC Share	State Share
01	SE Bernalillo	\$57	100%	\$0	0%	\$57	\$1,890	3.02%	7.04%	2.11%
07	W.Dona Ana	\$0		\$0		\$0	\$1,967	0.00%	0.00%	0.00%
17	McKinley	\$0	0%	\$96	100%	\$96	\$1,871	5.13%	11.85%	3.55%
23	Sandoval	\$60	100%	\$0	0%	\$60	\$2,610	2.30%	7.41%	2.22%
24	San Juan	\$61	100%	\$0	0%	\$61	\$1,634	3.73%	7.53%	2.26%
26	Santa Fe	\$0	0%	\$86	100%	\$86	\$2,572	3.34%	10.62%	3.18%
35	NW Bernalillo	\$0		\$0		\$0	\$3,167	0.00%	0.00%	0.00%
36	SW Bernalillo	\$0		\$0		\$0	\$2,558	0.00%	0.00%	0.00%
38	S. Dona Ana	\$123	100%	\$0	0%	\$123	\$2,361	5.21%	15.19%	4.55%
39	NE Bernalillo	\$47	14%	\$280	86%	\$327	\$1,971	16.59%	40.37%	12.09%
HIPAC Sub Totals		\$348	43%	\$462	57%	\$810	\$22,601	3.58%	100.00%	29.94%

Non-HIPAC Counties		Agency \$ Error	Agency % Error	Client \$ Error	Client % Error	Total \$ Error	Total \$ Paid	County Error Rate	Non-HIPAC Share	State Share
03	Chaves	\$318	100%	\$0	0%	\$318	\$992	32.06%	16.78%	11.76%
04	Cofax/Union	\$194	100%	\$0	0%	\$194	\$194	100.00%	10.24%	7.17%
05	Curry	\$0		\$0		\$0	\$1,584	0.00%	0.00%	0.00%
08	Eddy	\$0		\$0		\$0	\$414	0.00%	0.00%	0.00%
09	Grant/Hidalgo	\$0		\$0		\$0	\$132	0.00%	0.00%	0.00%
10	Guadalupe/DeBaca	\$0		\$0		\$0	\$0	0.00%	0.00%	0.00%
13	Lea	\$0		\$0		\$0	\$1,519	0.00%	0.00%	0.00%
14	Lincoln	\$0		\$0		\$0	\$527	0.00%	0.00%	0.00%
16	Luna	\$0		\$0		\$0	\$949	0.00%	0.00%	0.00%
19	Otero	\$0		\$0		\$0	\$549	0.00%	0.00%	0.00%
20	Quay	\$0		\$0		\$0	\$272	0.00%	0.00%	0.00%
21	Rio Arriba	\$45	100%	\$0	0%	\$45	\$1,419	3.17%	2.37%	1.66%
22	Roosevelt	\$159	100%	\$0	0%	\$159	\$858	18.53%	8.39%	5.88%
25	San Miguel	\$74	100%	\$0	0%	\$74	\$360	20.56%	3.91%	2.74%
27	Sierra	\$87	100%	\$0	0%	\$87	\$320	27.19%	4.59%	3.22%
28	Socorro	\$0	0%	\$345	100%	\$345	\$1,171	29.46%	18.21%	12.75%
29	Taos	\$186	29%	\$446	71%	\$632	\$2,753	22.96%	33.35%	23.36%
30	Torrance	\$0		\$0		\$0	\$1,756	0.00%	0.00%	0.00%
32	S. Valencia	\$0		\$0		\$0	\$210	0.00%	0.00%	0.00%
33	Cibola	\$0		\$0		\$0	\$194	0.00%	0.00%	0.00%
34	Eddy/Artesia	\$0		\$0		\$0	\$0	0.00%	0.00%	0.00%
37	E. Dona Ana	\$41	100%	\$0	0%	\$41	\$2,702	1.52%	2.16%	1.52%
42	N. Valencia	\$0		\$0		\$0	\$1,503	0.00%	0.00%	0.00%
Non-HIPAC Sub Totals		\$1,104	58%	\$791	42%	\$1,895	\$20,378	9.30%	100.0%	70.06%

**Regional Cumulative SNAP Performance Report
Quality Control Finding FFY2015**

3. STATE - Cumulative Payment Error Rates

Total Paid	\$42,979		
Total Dollar Errors	\$2,705	Total Error Rate %	6.29%
Total Dollar Over	\$1,086	% Error Rate Over	2.53%
Total Dollar Under	\$587	% Error Rate Under	1.37%
Total Dollar Ineligible	\$1,032	% Error Rate Ineligible	2.40%

Cumulative Case Error Rate

Total Reviewed	164
% In Error	12.80%

Agency Error (Dollar Amount):	Agency % Error Rate:
\$1,452	3.38%

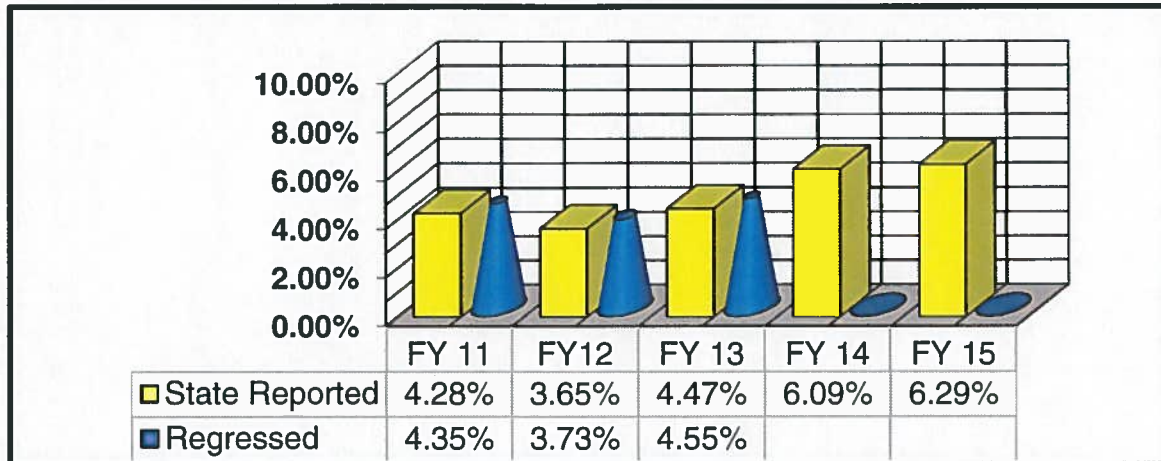
Cases Dropped	32
Correct	143
Overpaid	9
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Client Error (Dollar Amount):	Client % Error Rate:
\$1,253	2.92%

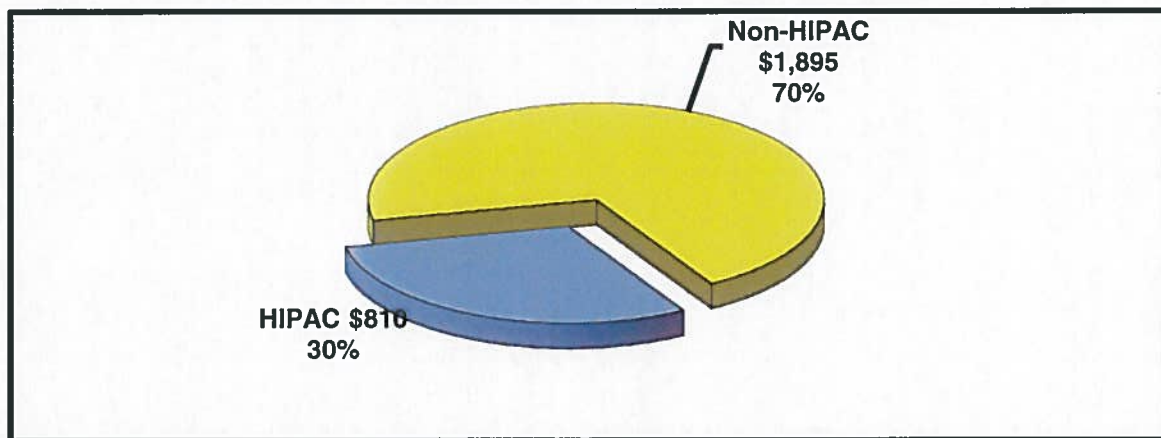
4. REGIONAL - Cumulative Payment Error Rates

NE Region		Agency \$ Error	Client \$ Error	Total \$ Error	Total \$ Paid	County Error Rate	Region Share	State Share
04	Colfax	\$194	\$0	\$194	\$194	100.00%	17.78%	7.17%
10	Guadalupe/DeBaca	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%
20	Quay	\$0	\$0	\$0	\$272	0.00%	0.00%	0.00%
21	Rio Arriba	\$45	\$0	\$45	\$1,419	3.17%	4.12%	1.66%
23	Sandoval	\$60	\$0	\$60	\$2,610	2.30%	10.19%	2.22%
25	San Miguel	\$74	\$0	\$74	\$360	20.56%	6.78%	2.74%
26	Santa Fe	\$0	\$86	\$86	\$2,572	3.34%	7.88%	3.18%
29	Taos	\$186	\$446	\$632	\$2,753	22.96%	57.93%	23.36%
NE Region Totals		\$559	\$532	\$1,091	\$10,180	10.72%	100.00%	40.33%
NW Region		Agency \$ Error	Client \$ Error	Total \$ Error	Total \$ Paid	County Error Rate	Region Share	State Share
17	McKinley	\$0	\$96	\$96	\$1,871	5.13%	16.30%	3.55%
24	San Juan	\$61	\$0	\$61	\$1,634	3.73%	10.36%	2.26%
27	Sierra	\$87	\$0	\$87	\$320	27.19%	14.77%	3.22%
28	Socorro	\$0	\$345	\$345	\$1,171	29.46%	58.57%	12.75%
32	S. Valencia	\$0	\$0	\$0	\$210	0.00%	0.00%	0.00%
33	Cibola	\$0	\$0	\$0	\$194	0.00%	0.00%	0.00%
42	N. Valencia	\$0	\$0	\$0	\$1,503	0.00%	0.00%	0.00%
NW Region Totals		\$148	\$441	\$589	\$6,903	8.53%	100.00%	21.77%
SW Region		Agency \$ Error	Client \$ Error	Total \$ Error	Total \$ Paid	County Error Rate	Region Share	State Share
07	W. Dona Ana	\$0	\$0	\$0	\$1,967	0.00%	0.00%	0.00%
09	Grant/Hidalgo	\$0	\$0	\$0	\$132	0.00%	0.00%	0.00%
16	Luna	\$0	\$0	\$0	\$949	0.00%	0.00%	0.00%
19	Otero	\$0	\$0	\$0	\$549	0.00%	0.00%	0.00%
37	E. Dona Ana	\$41	\$0	\$41	\$2,702	1.52%	6.96%	1.52%
38	S. Dona Ana	\$123	\$0	\$123	\$2,361	5.21%	20.88%	4.55%
SW Region Totals		\$164	\$0	\$164	\$8,660	1.89%	27.84%	6.06%
SE Region		Agency \$ Error	Client \$ Error	Total \$ Error	Total \$ Paid	County Error Rate	Region Share	State Share
03	Chaves	\$318	\$0	\$318	\$992	32.06%	66.67%	11.76%
05	Curry	\$0	\$0	\$0	\$1,584	0.00%	0.00%	0.00%
08	Eddy	\$0	\$0	\$0	\$414	0.00%	0.00%	0.00%
13	Lea	\$0	\$0	\$0	\$1,519	0.00%	0.00%	0.00%
14	Lincoln	\$0	\$0	\$0	\$527	0.00%	0.00%	0.00%
22	Roosevelt	\$159	\$0	\$159	\$858	18.53%	33.33%	5.88%
34	Eddy/Artesia	\$0	\$0	\$0	\$0	0.00%	0.00%	0.00%
SE Region Totals		\$477	\$0	\$477	\$5,894	8.09%	100.00%	17.63%
Central Region		Agency \$ Error	Client \$ Error	Total \$ Error	Total \$ Paid	County Error Rate	Region Share	State Share
01	SE Bernalillo	\$57	\$0	\$57	\$1,890	3.02%	14.84%	2.11%
35	NW Bernalillo	\$0	\$0	\$0	\$3,167	0.00%	0.00%	0.00%
36	SW Bernalillo	\$0	\$0	\$0	\$2,558	0.00%	0.00%	0.00%
39	NE Bernalillo	\$47	\$280	\$327	\$1,971	16.59%	85.16%	12.09%
30	Torrance	\$0	\$0	\$0	\$1,756	0.00%	0.00%	0.00%
Central Region Totals		\$104	\$280	\$384	\$11,342	3.39%	100.00%	14.20%
State Totals		\$1,452	\$1,253	\$2,705	\$42,979	6.29%	100.00%	100.00%

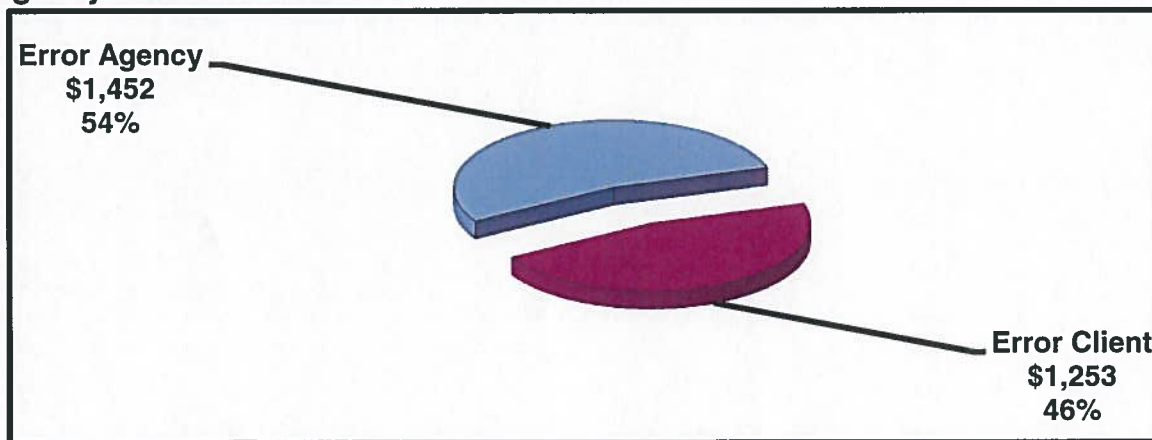
5. STATE SNAP Error Rates- Current FY Compared to Previous FYs



6. HIPAC Dollar Errors - Compared to the Remainder of the State



7. Agency-vs-Client Errors



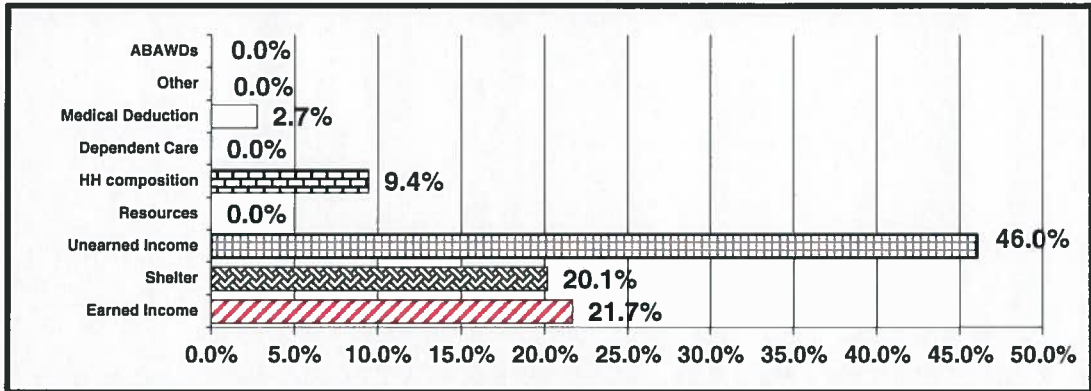
Average Client Error = \$251

Average Agency Error = \$91

8. AGENCY/CLIENT DOLLAR ERROR BREAKDOWN BY GENERAL ELEMENT

<i>Food Stamps</i>	<i>Agency</i>	<i>Client</i>	<i>% Agency Cause</i>
Earned Income	\$586	\$0	100.0%
Shelter	\$179	\$366	32.8%
Unearned Income	\$358	\$887	28.8%
Resources	\$0	\$0	0.0%
HH composition	\$255	\$0	100.0%
Dependent Care	\$0	\$0	0.0%
Medical Deduction	\$74	\$0	100.0%
Other	\$0	\$0	0.0%
ABAWDs	\$0	\$0	0.0%

9. SNAP DOLLAR ERROR BREAKDOWN BY GENERAL ELEMENT



10. SNAP DOLLAR ERROR BREAKDOWN BY SPECIFIC ELEMENT

<i>Percent</i>	<i>Total</i>	<i>Element</i>	<i>Element Description</i>
21.66%	\$586	311	WAGES & SALARIES
2.26%	\$61	150	HOUSEHOLD COMPOSITION
18.48%	\$500	363	SHELTER DEDUCTION
0.00%	\$0	211	BANK ACCOUNTS
1.66%	\$45	364	SUA
7.17%	\$194	130	CITIZENSHIP/NON-CITIZEN STATUS
10.94%	\$296	344	PA/GA GRANT
0.00%	\$0	520	ARITHMETIC COMPUTATION
3.73%	\$101	342	CONTRIBUTIONS
2.11%	\$57	333	SSI BENEFITS
0.00%	\$0	334	UCB BENEFITS
0.00%	\$0	331	RSDI BENEFITS
0.00%	\$0	221	REAL PROPERTY
29.24%	\$791	346	OTHER UEI
0.00%	\$0	111	STUDENT STATUS
2.74%	\$74	365	MEDICAL DEDUCTIONS
0.00%	\$0	170	SOCIAL SECURITY NUMBERS
0.00%	\$0	160	EMPLOYMENT AND TRAINING
0.00%	\$0	140	RESIDENCY
0.00%	\$0	335	WORKERS COMP BENEFITS
0.00%	\$0	350	CHILD SUPPORT
0.00%	\$0	161	ABAWDS
0.00%	\$0	213	OTHER LIQUID ASSETS/PERSONAL PROP
0.00%	\$0	530	TRANSITIONAL BEN
0.00%	\$0	312	SELF-EMPLOYMENT INCOME
0.00%	\$0	332	VA BENEFITS
0.00%	\$0	347	UEI--TANF
0.00%	\$0	371	COMBINED GROSS INCOME
0.00%	\$0	163	VOLUNTARY QUIT
0.00%	\$0	323	DEPENDENT CARE
0.00%	\$0	225	COMBINED RESOURCES

11. STATEWIDE CAUSES OF AGENCY ERROR --- FFY 2015

In this table, general cause for agency error is ranked by the top three error causing areas

- R No action on reported information
- P Policy or procedure not applied or not correctly applied
- V Inadequate verification
- M Math or transcription error
- F No action on anticipated or known changes
- X Old or invalid data or coding not removed from ASPEN
- O Other
- S ASPEN or CSED systems caused error

	ALL Err	EI	HHC	UEI
R	\$255	\$0	\$61	\$60
P	\$1,197	\$586	\$194	\$298
V	\$0	\$0	\$0	\$0
M	\$0	\$0	\$0	\$0
F	\$0	\$0	\$0	\$0
X	\$0	\$0	\$0	\$0
O	\$0	\$0	\$0	\$0
S	\$0	\$0	\$0	\$0
Total	\$1,452	\$586	\$255	\$358

Agency errors with "No action on reported information" and "policy or procedure not applied or not correctly applied" account for 100% of agency caused dollar errors.

Errors in "earned income", "unearned income", and "Household Composition" elements account for 83% of the agency-caused error rate.

12. DOLLAR ERROR BY: HOUSEHOLD SIZE

	1	2	3	4	5	6+
\$	\$465	\$208	\$381	\$1,282	\$60	\$309
%	17.2%	7.7%	14.1%	47.4%	2.2%	11.4%

13. AVERAGE HOUSEHOLD SIZE

All Cases	2.1
Correct Cases	1.9
Error Cases	3.2
Client Error Cases	3.4

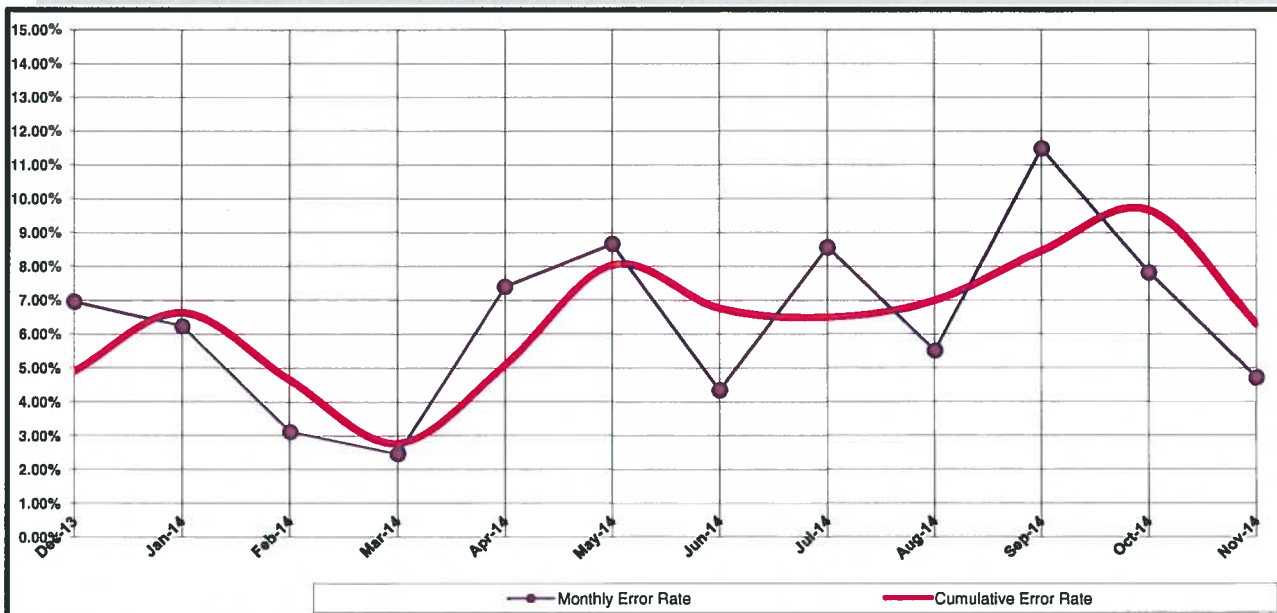
14. DOLLAR ERROR BY: TIME OF OCCURRENCE

	\$	%
Approval	\$811	30.0%
Recert	\$248	9.2%
Change	\$261	9.6%
Transitional FS	\$0	0.0%
Semi Annual	\$1,241	45.9%
Annual Report	\$144	5.3%

15. CASE ERROR BY: TIME OF OCCURRENCE

	#	%
Approval	7	33.3%
Recert	4	19.0%
Change	3	14.3%
Transitional FS	0	0.0%
Semi-Annual	5	23.8%
Annual Report	2	9.5%

16. ERROR RATES BY: MONTH AND FFY CUMULATIVE

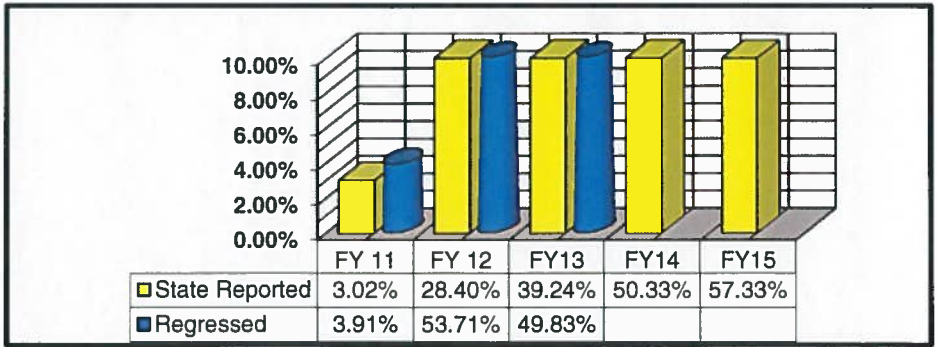


FFY 2015 Negative Statewide Error Rates

1. Cumulative Negative Case Error Rate

Valid	51
Invalid Total	86
Invalid Error	14
Invalid Notice	72
Drop	13
Total Sampled	150
% Invalid Notice	48.00%
% Invalid Error	9.33%
% Invalid Total	57.33%

2. State Negative Error Rates



3. REGIONAL - Cumulative Negative Error Rates

NE Region		Valid	Invalid	Total	Invalid
04	Colfax	0	3	3	100.0%
10	Guad/DeBaca	1	0	1	0.0%
20	Quay	0	0	0	
21	Rio Arriba	1	2	3	66.7%
23	Sandoval	2	4	6	66.7%
25	San Miguel	0	1	1	100.0%
26	Santa Fe	2	8	10	80.0%
29	Taos	0	4	4	100.0%
NE Region Totals		6	22	28	78.6%

NW Region		Valid	Invalid	Total	Invalid
17	McKinley	1	2	3	66.7%
24	San Juan	6	4	10	40.0%
27	Sierra	1	1	2	50.0%
28	Socorro	0	1	1	100.0%
32	S. Valencia	0	2	2	100.0%
33	Cibola	3	3	6	50.0%
42	N. Valencia	2	3	5	60.0%
NW Region Totals		13	16	29	55.2%

SE Region		Valid	Invalid	Total	Invalid
03	Chaves	5	1	6	16.7%
05	Curry	1	1	2	50.0%
08	Eddy	2	2	4	50.0%
13	Lea	1	0	1	0.0%
14	Lincoln	0	1	1	100.0%
22	Roosevelt	0	0	0	
34	Eddy/Artesia	0	0	0	
SE Region Totals		9	5	14	35.7%

SW Region Totals		Valid	Invalid	Total	Invalid
07	W. Dona Ana	1	2	3	66.7%
09	Grant/Hidalgo	1	1	2	50.0%
16	Luna	0	2	2	100.0%
19	Otero	1	0	1	0.0%
37	E. Dona Ana	2	2	4	50.0%
38	S. Dona Ana	1	3	4	75.0%
SW Region Totals		6	10	16	62.5%

Central Region		Valid	Invalid	Total	Invalid
01	SE Bernalillo	4	7	11	63.6%
35	NW Bernalillo	6	9	15	60.0%
36	SW Bernalillo	4	4	8	50.0%
39	NE Bernalillo	2	12	14	85.7%
30	Torrance	1	1	2	50.0%
Central Region Totals		17	33	50	66.0%

Negative Action Time of Occurrence		
Closure	45	52.3%
Denial	41	47.7%

4. Negative Case Element Ranking

Error Elements	Denials	Closures	Invalid	% Of Total		
Notices	34	39.53%	38	44.19%	72	83.72%
Application	7	8.14%	0	0.00%	7	8.14%
Verification	0	0.00%	0	0.00%	0	0.00%
Employment & Training	0	0.00%	2	2.33%	2	2.33%
Combined Net Income	1	1.16%	2	2.33%	3	3.49%
Combined Gross Income	0	0.00%	1	1.16%	1	1.16%
Voluntary Quit/Reduced Work	0	0.00%	0	0.00%	0	0.00%
Other	0	0.00%	1	1.16%	1	1.16%
Wages and Salaries	0	0.00%	0	0.00%	0	0.00%
Work Registration	0	0.00%	0	0.00%	0	0.00%
Student Status	0	0.00%	0	0.00%	0	0.00%

	October 14'	November 14'	December 14'	January 15'	February 15'	March 15'	April 15'	May 15'	June 15'	July 15'	August 15'	September 15'	Yearly Ave
NE Region													
Colfax													
Guadalupe													
Quay	100.0%												100.0%
Rio Arriba	66.7%	66.7%											66.7%
Sandoval	100.0%	66.7%											80.0%
San Miguel	100.0%	100.0%											100.0%
Santa Fe	50.0%	100.0%											85.7%
Taos		100.0%											100.0%
NE Region TOTAL	77.8%	85.7%											82.6%
NW Region													
Cibola	100.0%												100.0%
McKinley	100.0%	100.0%											100.0%
San Juan	100.0%	66.7%											75.0%
Sierra	100.0%	100.0%											100.0%
Socorro	100.0%	100.0%											100.0%
Valencia South		100.0%											100.0%
Valencia North													
NW Region TOTAL	100.0%	87.5%											92.3%
SW Region													
Dona Ana (West)	100.0%	100.0%											100.0%
Dona Ana (East)	50.0%	100.0%											66.7%
Dona Ana (South)	100.0%	50.0%											80.0%
Grant/Hidalgo													
Luna	100.0%												100.0%
Otero	0.0%												0.0%
SW Region Total	80.0%	75.0%											78.6%
SE Region													
Chaves	100.0%	100.0%											100.0%
Curry		0.0%											0.0%
Eddy													
Eddy (Artesia)													
Lea	100.0%												100.0%
Lincoln		50.0%											50.0%
Roosevelt													
SE Region Total	100.0%	50.0%											66.7%
Central Region													
Bernalillo (NE)	100.0%	66.7%											75.0%
Bernalillo (NW)	50.0%	50.0%											50.0%
Bernalillo (SE)	100.0%	100.0%											100.0%
Bernalillo (SW)	66.7%	100.0%											87.5%
Torrance	100.0%	100.0%											100.0%
Central Region Total	76.9%	83.3%											80.0%
STATE TOTAL	82.1%	81.0%											81.5%