

**THE USE OF COMPUTER-ASSISTED  
VERIFICATION OF APPLICANT-REPORTED  
INFORMATION: CODEBOOKS FOR  
APPLICANT AND SITE DATA BASES**

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## CODEBOOKS FOR APPLICANT AND SITE DATA BASES

Two types of data were collected for analyzing the costs and savings associated with applicant matching. The first type of data was abstracted from client records and summarized the individual situation of a given applicant, and the impact of applicant matching on that applicant. This included: the final characteristics of the household used in benefit determination; the original household characteristics as recorded when the client filed their application; and whether any of the changes between initial application and final benefit determination could be attributed to applicant matching.

The second type of data was collected from workers and official records at the local and State offices visited and delineates key characteristics of the Food Stamp Program at that particular site. This included: stopwatch timings of screening activities involved in applicant matching; totals of the verification time expended on applicant matching; labor rates for the workers involved in applicant matching, including wages, fringes and indirect costs; time elapsed between applicant matching and recipient matching for a given data source; and cost and expenditure information pertinent to the food stamp, AFDC and Medicaid programs in the State where the site was located.

A codebook follows for each of these two types of data. The actual data are written out in two separate files on a high-density floppy disk. The applicant data base is contained in the file "applicnt.dat", while the site data base is in the file "site.dat". Each file is an SPSS/PC+ system file, which can therefore be read into an SPSS/PC+ program without data definition or labelling statements.

Benefit-cost analyses can be performed for any site, or any applicant matching data base within a given site, by reading the appropriate individual-level information from the applicant data base and associating it with the site-level information contained in the site data base. Specifics of how to do this depend upon the specific nature of the analyses to be done. General questions about methodology may be referred to Abt Associates.

CODEBOOK AND DATA FILE DOCUMENTATION  
STUDY OF APPLICANT MATCHING  
APPLICANT DATA BASE  
(DEC. 20, 1987, APPLICNT.DAT)

This database contains data on 2,485 completed applications to the FS program.<sup>1/</sup>

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1. Only cases which were either certified or denied could be used for the analysis. Without exception, applications which were voluntarily withdrawn or which were denied for failure to meet procedural requirements, contained too little information to contribute to the analysis without extensive follow-up procedures.

**APPLICANT DATA BASE**

VARIABLE NAME	DESCRIPTION
CASE#	Case ID
DATE	Date of Application
A1	Was a match attempted on the FS household size?  0. No 1. Yes -1. Unknown . Missing Data
A2	Was a match made on size of FS household? (Hit?)  0. No 1. Yes -1. Unknown . Missing Data
A3	Applicant Reported household size  1 to 16      Range -1            Unknown .            Missing Data
A4	Final Determination Household size  1 to 16      Range -1            Unknown .            Missing Data
A5	Does the match account for the difference between application and final determination information?  0. No 1. Yes -1. Unknown . Not Applicable (no discrepancy, no match attempted, or attempted but no hit)



Where "?" can be any of the following:

A FS Household Size (see detail above)

EARNED INCOME CATEGORIES

B Wage and Salary  
C Self-Employment  
D Other Earned Income

UNEARNED INCOME CATEGORIES

F AFDC Income  
G Unemployment Compensation  
H Social Security -RSDI  
I Railroad Retirement  
J SSI  
K Other Disability or Retirement  
L General Assistance  
M Property or Asset Income  
N Educational Loans or Grants  
P Other Unearned Income

ASSETS AND RESOURCES CATEGORIES

R Real Estate  
S Bank Accounts  
T Motor Vehicles  
U Other Assets or Resources

DEDUCTIONS

V3 Medical Expenses  
W4 Medical Deductions  
  
X3 Dependent or Child Care Expenses  
Y4 Dependent or Child Care Deductions  
  
Z3 Housing Expenses  
ZA3 Utility Expenses  
ZB3 Other Household Expenses  
ZC4 Shelter Deduction

- FS1 Was the applicant certified for food stamps?
- 0. No, denied FS
  - 1. Yes, certified FS
  - 7. Denied for not meeting procedural requirements  
(not providing necessary info or documents)
  - 8. Voluntary Withdrawal
  - 1. Unknown
  - . Missing Data
- FS2 Final FS award monthly amount (-1 = Unknown)
- FS3 Prorated FS award amount, 1<sup>st</sup> month (-1 = Unknown)
- FS4 FS certification period in months (-1 = Unknown)
- FS5 Was the FS application expedited?
- 0. No, not expedited
  - 1. Yes, expedited
  - 1. Unknown
  - . Missing Data
- FS6 FS expedited award amount, 1<sup>st</sup> month (-1 = Unknown)
- FS7 If denied FS, was the applicant denied because HH already on the FS rolls?
- 0. No, ineligible for other reasons
  - 1. Yes, ineligible because already on FS rolls
  - 1. Not applicable or unknown
  - . Missing Data
- AM1 Was the application a joint FS/AFDC application?
- 0. No, not joint application
  - 1. Yes, joint application
  - 1. Unknown
  - . Missing Data
- AM2 Was the applicant certified for AFDC?
- 0. No, denied AFDC
  - 1. Yes, certified AFDC
  - 1. Unknown
  - . Missing Data

- AM3        What would the monthly AFDC benefit amount have  
            been without the match? (-1 = Unknown)
- AM4        AFDC final award monthly amount (-1 = Unknown)
- AM5        AFDC certification period in months (-1 = Unknown)
- AM6        Was AFDC application denied?
- 0.    No, not denied
  - 1.    Yes, denied
  - 1.   Unknown
  - .    Missing Data
- AM7        Is AFDC application pending?
- 0.    No, not pending
  - 1.    Yes, pending
  - 1.   Unknown
  - .    Missing Data
- AM8        Is applicant eligible for Medicaid?
- 0.    No, not Medicaid eligible
  - 1.    Yes, eligible Medicaid
  - 1.   Unknown
  - .    Missing Data

SUMMARY VARIABLES ON HOUSEHOLD CHARACTERISTICS

HH1A Is Applicant PA or NPA.

- 1. PA
- 2. NPA
- 1. Unknown
- . Missing

HH1B Relation of HH head to applicant.

- 1. Self . . . . (99.4%)
- 2. Son
- 3. Daughter
- 4. Spouse
- 5. Mother
- 6. Father
- 7. Other relative
- 8. Unrelated adult
- 9. Unknown

HH1D Age of Applicant.

- v = 1 to 95 years
- 1 = Missing

HH1E Sex of Applicant.

- 1. Male
- 2. Female
- 9. Unknown

HH1F Citizenship of Applicant.

- 1. US
- 2. Other
- 9. Unknown

HH1G Employment status of Applicant.

- 0 Pre-school child (under 5)
- 1. Employed
- 2. Unemployed
- 3. Student
- 4. Employed and student
- 9. Unknown

HH1H Institutional status of Applicant.  
0 Not institutionalized  
1 Institutionalized  
9 Unknown

HHAGE Is there a person in the HH who is older than 59.  
0 No  
1 Yes

PRESCH Number of preschoolers in HH.

EMPLD Number of employed in HH.

UNEMPLD Number of unemployed in HH.

STUD Number of (unemployed) students in HH.

STUEMP Number of employed students in HH.

INSTIT Number of institutionalized in HH.

CITIZ Number of non-US citixens in HH.

CREATED VARIABLES

MATCH        Number of discrepancy hits

COUNT MATCH = A5, B5, C5, D5, F5, G5, H5, I5, J5, K5,  
L5, M5, N5, P5, R5, S5, T5, U5 (1).

HIT            Is there a discrepancy hit?

- 0. No, no hit
- 1. Yes, one or more hits

COMPUTE HIT = 0.  
IF (MATCH > .5) HIT = 1.

STATE        Site code.

- 1. Arizona
- 2. Delaware
- 3. Georgia
- 4. Kansas
- 5. Missouri
- 6. New Jersey
- 7. N. Carolina
- 8. S. Dakota
- 9. Tennessee

COMPUTE STATE = TRUNC(CASE#/1000).

MED\$        Value of medicaid benefit (based on state average)

COMPUTE MED\$ = 0.  
IF (STATE = 1) MED = 109.39.  
IF (STATE = 2) MED = 167.83.  
IF (STATE = 3) MED = 141.00.  
IF (STATE = 4) MED = 171.98.  
IF (STATE = 5) MED = 159.48.  
IF (STATE = 6) MED = 183.75.  
IF (STATE = 7) MED = 165.42.  
IF (STATE = 8) MED = 234.08.  
IF (STATE = 9) MED = 150.83.

AGET        Does the household receive AFDC payments?

- 0. No
- 1. Yes

COMPUTE AGET = 0.  
IF (F4>0) AGET = 1.

HIT1

For cases with any discrepancy hits, what was one of the hits? (incomplete way to explore which hits counted--only counts one hit per case. cases with multiple hits are only counted once)

- 1 FS Household Size (see detail above)
- 2 Wage and Salary
- 3 Self-Employment
- 4 Other Earned Income
- 5 AFDC Income
- 6 Unemployment Compensation
- 7 Social Security -RSDI
- 8 Railroad Retirement
- 9 SSI
- 10 Other Disability or Retirement
- 11 General Assistance
- 12 Property or Asset Income
- 13 Educational Loans or Grants
- 14 Other Unearned Income
- 15 Real Estate
- 16 Bank Accounts
- 17 Motor Vehicles
- 18 Other Assets or Resources

COMPUTE HIT1 = 0.

IF ( A5 =1) HIT1 = 1.  
IF ( B5 =1) HIT1 = 2.  
IF ( C5 =1) HIT1 = 3.  
IF ( D5 =1) HIT1 = 4.  
IF ( F5 =1) HIT1 = 5.  
IF ( G5 =1) HIT1 = 6.  
IF ( H5 =1) HIT1 = 7.  
IF ( I5 =1) HIT1 = 8.  
IF ( J5 =1) HIT1 = 9.  
IF ( K5 =1) HIT1 = 10.  
IF ( L5 =1) HIT1 = 11.  
IF ( M5 =1) HIT1 = 12.  
IF ( N5 =1) HIT1 = 13.  
IF ( P5 =1) HIT1 = 14.  
IF ( R5 =1) HIT1 = 15.  
IF ( S5 =1) HIT1 = 16.  
IF ( T5 =1) HIT1 = 17.  
IF ( U5 =1) HIT1 = 18.

BENEFIT AND DIFFERENCE SUMMARY VARIABLES

FSDIF        FS Before-After estimated benefit Difference.

(Refer to the file 'FSCALC.INC' for the food stamp benefit determination simulation program; where the simulation resulted in an unexplained discrepancy, we contacted the site to obtain the actual Before and After match FS allotments.)

ADIF        AFDC Before-After Difference  
(anomalies were corrected through site callbacks)

COMPUTE ADIF = AM3-AM4.

MDIF        Medicaid Before-After Difference (non-zero only  
when case was denied medicaid due to the match)

COMPUTE MDIF = 0.  
IF ((AM2 = 0) AND (AM3 > 0)) MDIF = MED\$.

TOTDIF      Before and After Difference in total benefits.

COMPUTE TOTDIF = FSDIF + ADIF + MDIF.

FSIMP        Did the discrepancy have an impact on FS amount?

- 0        No
- 1.      Yes
- 2.      Unknown/maybe

COMPUTE FSIMP = 0.  
IF (FSDIF NE 0) FSIMP = 1.  
IF (MISSING(FSDIF) FSIMP = 2.

AIMP Did the discrepancy have an impact on AFDC amount?

- 0        No
- 1.      Yes
- 2.      Unknown/maybe

COMPUTE AIMP = 0.  
IF (ADIF NE 0) AIMP = 1.  
IF (MISSING(ADIF) AIMP = 2.

MEDIMP      Did the discrepancy have an impact on Medicaid  
                 amount?

- 0      No
- 1.    Yes
- 2.    Unknown/maybe

COMPUTE MEDIMP = 0.  
IF (MDIF > 0) MEDIMP = 1.  
IF (MISSING(MDIF)) MEDIMP = 2.

TOTIMP      Did the discrepancy have an impact on total  
                 benefit amount?

- 0      No
- 1.    Yes
- 2.    Unknown/maybe

COMPUTE TOTIMP = 0.  
IF (TOTDIF = 0) TOTIMP = 0.  
IF (TOTDIF NE 0) TOTIMP = 1.  
IF (MISSING(TOTDIF)) TOTIMP = 2.

Variable: CASE# No value labels	Label: * No label * Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: DATE No value labels	Label: * No label * Type: Number Width: 6 Dec: 0	Missing: -1.00
Variable: A1 No value labels	Label: TRY MATCH FS HHOLD SIZE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: A2 No value labels	Label: MADE MATCH FS HHOLD SIZE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: A3 No value labels	Label: APP REPORTED FS HHOLD SIZE Type: Number Width: 2 Dec: 0	Missing: -1.00
Variable: A4 No value labels	Label: FINAL FS HHOLD SIZE Type: Number Width: 2 Dec: 0	Missing: -1.00
Variable: A5 No value labels	Label: MATCH ACCT FOR DIFF IN FS HHOLD SIZE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: B1 No value labels	Label: TRY MATCH WAGE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: B2 No value labels	Label: MADE MATCH WAGE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: B3 No value labels	Label: APP REPORTED WAGE Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: B4 No value labels	Label: FINAL WAGE Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: B5 No value labels	Label: MATCH ACCT FOR DIFF IN WAGE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: C1 No value labels	Label: TRY MATCH SELF EMPLMT Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: C2 No value labels	Label: MADE MATCH SELF EMPLMT Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: C3 No value labels	Label: APP REPORTED SELF EMPLMT Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: C4 No value labels	Label: FINAL SELF EMPLMT Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: C5 No value labels	Label: MATCH ACCT FOR DIFF IN SELF EMPLMT Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: D1 No value labels	Label: TRY MATCH OTHER EARNINGS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: D2 No value labels	Label: MADE MATCH OTHER EARNINGS Type: Number Width: 1 Dec: 0	Missing: -1.00

Variable: D3 No value labels	Label: APP REPORTED OTHER EARNINGS Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: D4 No value labels	Label: FINAL OTHER EARNINGS Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: D5 No value labels	Label: MATCH ACCT FOR DIFF IN OTHER EARNINGS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: E1 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: E2 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: E3 No value labels	Label: * No label * Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: E4 No value labels	Label: * No label * Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: E5 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: F1 No value labels	Label: TRY MATCH AFDC Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: F2 No value labels	Label: MADE MATCH AFDC Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: F3 No value labels	Label: APP REPORTED AFDC Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: F4 No value labels	Label: FINAL AFDC Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: F5 No value labels	Label: MATCH ACCT FOR DIFF IN AFDC Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: G1 No value labels	Label: TRY MATCH UIB Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: G2 No value labels	Label: MADE MATCH UIB Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: G3 No value labels	Label: APP REPORTED UIB Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: G4 No value labels	Label: FINAL UIB Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: G5 No value labels	Label: MATCH ACCT FOR DIFF IN UIB Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: H1 No value labels	Label: TRY MATCH SOC SEC RSDI Type: Number Width: 1 Dec: 0	Missing: -1.00

Variable: H2 No value labels	Label: MADE MATCH SOC SEC RSDI Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: H3 No value labels	Label: APP REPORTED SOC SEC RSDI Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: H4 No value labels	Label: FINAL SOC SEC RSDI Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: H5 No value labels	Label: MATCH ACCT FOR DIFF IN SOC SEC Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: I1 No value labels	Label: TRY MATCH RR RET Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: I2 No value labels	Label: MADE MATCH RR RET Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: I3 No value labels	Label: APP REPORTED RR RET Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: I4 No value labels	Label: FINAL RR RET Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: I5 No value labels	Label: MATCH ACCT FOR DIFF IN RR RET Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: J1 No value labels	Label: TRY MATCH SSI Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: J2 No value labels	Label: MADE MATCH SSI Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: J3 No value labels	Label: APP REPORTED SSI Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: J4 No value labels	Label: FINAL SSI Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: J5 No value labels	Label: MATCH ACCT FOR DIFF IN SSI Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: K1 No value labels	Label: TRY MATCH OTHER DIS OR RET Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: K2 No value labels	Label: MADE MATCH OTHER DIS OR RET Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: K3 No value labels	Label: APP REPORTED OTHER DIS OR RET Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: K4 No value labels	Label: FINAL OTHER DIS OR RET Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: K5 No value labels	Label: MATCH ACCT FOR DIFF IN OTHER DIS OR RET Type: Number Width: 1 Dec: 0	Missing: -1.00

Variable: L1 No value labels	Label: TRY MATCH GA Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: L2 No value labels	Label: MADE MATCH GA Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: L3 No value labels	Label: APP REPORTED GA Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: L4 No value labels	Label: FINAL GA Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: L5 No value labels	Label: MATCH ACCT FOR DIFF IN GA Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: M1 No value labels	Label: TRY MATCH PROP OR ASSET INC Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: M2 No value labels	Label: MADE MATCH PROP OR ASSET INC Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: M3 No value labels	Label: APP REPORTED PROP OR ASSET INC Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: M4 No value labels	Label: FINAL PROP OR ASSET INC Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: M5 No value labels	Label: MATCH ACCT FOR DIFF IN PROP OR ASSET INC Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: N1 No value labels	Label: TRY MATCH ED LOANS/GRANTS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: N2 No value labels	Label: MADE MATCH ED LOANS/GRANTS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: N3 No value labels	Label: APP REPORTED ED LOANS/GRANTS Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: N4 No value labels	Label: FINAL ED LOANS/GRANTS Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: N5 No value labels	Label: MATCH ACCT FOR DIFF IN ED LOANS/GRANTS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: P1 No value labels	Label: TRY MATCH OTHER UNEARNED Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: P2 No value labels	Label: MADE MATCH OTHER UNEARNED Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: P3 No value labels	Label: APP REPORTED OTHER UNEARNED Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: P4 No value labels	Label: FINAL OTHER UNEARNED Type: Number Width: 4 Dec: 0	Missing: -1.00

Variable: P5 No value labels	Label: MATCH ACCT FOR DIFF IN OTHER UNEARNED Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: Q1 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: Q2 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: Q3 No value labels	Label: * No label * Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: Q4 No value labels	Label: * No label * Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: Q5 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: R1 No value labels	Label: TRY MATCH REAL ESTATE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: R2 No value labels	Label: MADE MATCH REAL ESTATE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: R3 No value labels	Label: APP REPORTED REAL ESTATE Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: R4 No value labels	Label: FINAL REAL ESTATE Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: R5 No value labels	Label: MATCH ACCT FOR DIFF IN REAL ESTATE Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: S1 No value labels	Label: TRY MATCH BANK ACCTS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: S2 No value labels	Label: MADE MATCH BANK ACCTS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: S3 No value labels	Label: APP REPORTED BANK ACCTS Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: S4 No value labels	Label: FINAL BANK ACCTS Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: S5 No value labels	Label: MATCH ACCT FOR DIFF IN BANK ACCTS Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: T1 No value labels	Label: TRY MATCH MOTOR VEHICLES Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: T2 No value labels	Label: MADE MATCH MOTOR VEHICLES Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: T3 No value labels	Label: APP REPORTED MOTOR VEHICLES Type: Number Width: 5 Dec: 0	Missing: -1.00

Variable: T4 No value labels	Label: FINAL MOTOR VEHICLES Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: T5 No value labels	Label: MATCH ACCT FOR DIFF IN MOTOR VEHICLES Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: U1 No value labels	Label: TRY MATCH OTHER ASSETS/RES Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: U2 No value labels	Label: MADE MATCH OTHER ASSETS/RES Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: U3 No value labels	Label: APP REPORTED OTHER ASSETS/RES Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: U4 No value labels	Label: FINAL OTHER ASSETS/RES Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: U5 No value labels	Label: MATCH ACCT FOR DIFF IN OTHER ASSETS/RES Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: V1 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: V2 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: V3 No value labels	Label: MEDICAL EXPENSES Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: W4 No value labels	Label: MEDICAL DEDUCTIONS Type: Number Width: 5 Dec: 0	Missing: -1.00
Variable: X3 No value labels	Label: DEPEND/CHILD CARE EXPENSES Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: Y4 No value labels	Label: DEPEND/CHILD CARE DEDUCTIONS Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: Z3 No value labels	Label: HOUSING EXPENSES Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: ZA3 No value labels	Label: UTILITY EXPENSES Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: ZB3 No value labels	Label: OTHER HH EXPENSES Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: ZC4 No value labels	Label: SHELTER DEDUCTION Type: Number Width: 4 Dec: 0	Missing: -1.00
Variable: ZC5 No value labels	Label: * No label * Type: Number Width: 1 Dec: 0	Missing: -1.00
Variable: FS1 No value labels	Label: FS CERT Type: Number Width: 1 Dec: 0	Missing: -1.00

Variable: FS2 No value labels	Label: FS MONTHLY AWARD Type: Number Width: 3 Dec: 0 Missing: -1.00
Variable: FS3 No value labels	Label: PRORATED FS AWARD FIRST MONTH Type: Number Width: 3 Dec: 0 Missing: -1.00
Variable: FS4 No value labels	Label: FS CERT PERIOD (MONTHS) Type: Number Width: 2 Dec: 0 Missing: -1.00
Variable: FS5 No value labels	Label: FS APP EXPEDITED Type: Number Width: 1 Dec: 0 Missing: -1.00
Variable: FS6 No value labels	Label: EXPEDITED FS AWARD FIRST MONTH Type: Number Width: 3 Dec: 0 Missing: -1.00
Variable: FS7 No value labels	Label: IF DENIED, BECAUSE ALREADY ON FS Type: Number Width: 1 Dec: 0 Missing: -1.00
Variable: AM1 No value labels	Label: JOINT FS/AFDC APP Type: Number Width: 1 Dec: 0 Missing: -1.00
Variable: AM2 No value labels	Label: AFDC CERT Type: Number Width: 1 Dec: 0 Missing: -1.00
Variable: AM3 No value labels	Label: AFDC MONTHLY AWARD WITH NO MATCH Type: Number Width: 3 Dec: 0 Missing: -1.00
Variable: AM4 No value labels	Label: AFDC MONTHLY AWARD Type: Number Width: 3 Dec: 0 Missing: -1.00
Variable: AM5 No value labels	Label: AFDC CERT PERIOD Type: Number Width: 2 Dec: 0 Missing: -1.00
Variable: AM6 No value labels	Label: AFDC DENIED Type: Number Width: 1 Dec: 0 Missing: -1.00
Variable: AM7 No value labels	Label: AFDC PENDING Type: Number Width: 1 Dec: 0 Missing: -1.00
Variable: AM8 No value labels	Label: MEDICAID ELIGIBLE Type: Number Width: 1 Dec: 0 Missing: -1.00
Variable: MATCH No value labels	Label: #BENEFIT IMPACTING HITS Type: Number Width: 8 Dec: 2 Missing: -1.00
Variable: HIT No value labels	Label: ANY DISCREPANCY HIT Type: Number Width: 8 Dec: 2 Missing: -1.00
Variable: STATE No value labels	Label: * No label * Type: Number Width: 8 Dec: 2 Missing: -1.00
Variable: ADIF No value labels	Label: AFDC BENEFIT DIFFERENCE DUE TO MATCH Type: Number Width: 8 Dec: 2 Missing: -1.00
Variable: HH1A No value labels	Label: APPLICANT PA/NPA Type: Number Width: 1 Dec: 0 Missing: -1.00

Variable: TOTDIF No value labels	Label: TOTAL BENEFIT DIFFERENCE DUE TO MATCH Type: Number Width: 8 Dec: 2	Missing: * None *
Variable: FSIMP No value labels	Label: IMPACT ON FS BENEFIT Type: Number Width: 8 Dec: 2	Missing: -1.00
Variable: AIMP No value labels	Label: IMPACT ON AFDC BENEFIT Type: Number Width: 8 Dec: 2	Missing: -1.00
Variable: MEDIMP No value labels	Label: IMPACT ON MEDICAID BENEFIT Type: Number Width: 8 Dec: 2	Missing: -1.00
Variable: TOTIMP No value labels	Label: IMPACT ON TOTAL BENEFIT Type: Number Width: 8 Dec: 2	Missing: * None *
Variable: HIT1 No value labels	Label: * No label * Type: Number Width: 8 Dec: 2	Missing: -1.00
Variable: APPOUT No value labels	Label: FS APPLICN COMPLETE=1/NOT COMPLETE =0 Type: Number Width: 8 Dec: 2	Missing: * None *

**CODEBOOK AND DATA FILE DOCUMENTATION**

**STUDY OF APPLICANT MATCHING**

**SITE DATA BASE**

**(FEB. 26, 1988, SITE.DAT)**

This data base contains data on each of the nine sites in the applicant matching study. Within each site, there is a record for each of the seven types of data bases used in applicant matching (data items that are not applicable for a given site are left blank). This produces a total of 63 records in the data base.

## SITE DATA BASE

VARIABLE NAME	DESCRIPTION
SITE	Site code.
	1 Arizona
	2 Delaware
	3 Georgia
	4 Kansas
	5 Missouri
	6 New Jersey
	7 North Carolina
	8 South Dakota
	9 Tennessee
DATABASE	Data base code.
	1 Public assistance
	2 Wages
	3 Unemployment benefits
	4 SSI (SDX)
	5 SSA (BENDEX)
	6 Motor vehicles
	7 Property
SLABCOST	Salary and fringes for worker screening data base (per minute).
RLABCOST	Salary and fringes for worker reviewing match results from data base (per minute).
STIME	Average screening time for data base (in minutes).
RTIME	Total review time in sample for data base (in minutes). (Note: review time includes screening time when screening done on discretionary basis by eligibility worker.)
NEXMATCH	Time to next recipient match on the data base (in months).
	9.99 Next match is at recertification
COMPCOST	Per attempt cost of accessing data base.
FSADMO	Monthly administrative cost for Food Stamp Program in state.
FSADCS	Monthly administrative cost per case for Food Stamp Program in state.
AFDCADMO	Monthly administrative cost for AFDC program in state.

AFDCADCS	Monthly administrative cost per case for AFDC program in state.
FSPRMO	Monthly personnel cost for Food Stamp Program in state.
AFDCPRMO	Monthly personnel cost for AFDC program in state.
MEDEXPMO	Average monthly Medicaid expenditure per recipient in state.

Variable: SITE Label: SITE CODE  
 Value labels follow Type: Number Width: 1 Dec: 0 Missing: \* None \*  
 1.00 ARIZONA 2.00 DELAWARE  
 3.00 GEORGIA 4.00 KANSAS  
 5.00 MISSOURI 6.00 NEW JERSEY  
 7.00 NORTH CAROLINA 8.00 SOUTH DAKOTA  
 9.00 TENNESSEE

Variable: DATABASE Label: DATA BASE CODE  
 Value labels follow Type: Number Width: 1 Dec: 0 Missing: \* None \*  
 1.00 PUBLIC ASSISTANCE 2.00 WAGES  
 3.00 UNEMPLOYMENT BENEFITS 4.00 SSI (SDX)  
 5.00 SSA (BENDEX) 6.00 MOTOR VEHICLES  
 7.00 PROPERTY

Variable: SLABCOST Label: SCREENING WORKER LABOR COST PER MIN  
 No value labels Type: Number Width: 4 Dec: 0 Missing: \* None \*

Variable: RLABCOST Label: REVIEW WORKER LABOR COST PER MIN  
 No value labels Type: Number Width: 4 Dec: 0 Missing: \* None \*

Variable: STIME Label: AVERAGE SCREENING TIME IN MINUTES  
 No value labels Type: Number Width: 4 Dec: 0 Missing: \* None \*

Variable: RTIME Label: TOTAL REVIEW TIME IN MINUTES  
 No value labels Type: Number Width: 7 Dec: 0 Missing: \* None \*

Variable: NEXMATCH Label: MONTHS TO NEXT RECIPIENT MATCH  
 No value labels Type: Number Width: 4 Dec: 0 Missing: \* None \*

Variable: COMPCOST Label: PER ATTEMPT COMPUTER COST  
 No value labels Type: Number Width: 3 Dec: 0 Missing: \* None \*

Variable: FSADMO Label: MONTHLY FS ADMINISTRATIVE COST  
 No value labels Type: Number Width: 7 Dec: 0 Missing: \* None \*

Variable: FSADCS Label: MONTHLY PER CASE FS ADMINISTRATIVE COST  
 No value labels Type: Number Width: 3 Dec: 0 Missing: \* None \*

Variable: AFDCADMO Label: MONTHLY AFDC ADMINISTRATIVE COST  
 No value labels Type: Number Width: 7 Dec: 0 Missing: \* None \*

Variable: AFDCADCS Label: MONTHLY PER CASE AFDC ADMINISTRATIVE LOS  
 No value labels Type: Number Width: 5 Dec: 0 Missing: \* None \*

Variable: FSPRMO Label: MONTHLY FS PERSONNEL COST  
 No value labels Type: Number Width: 7 Dec: 0 Missing: \* None \*

Variable: AFDCPRMO Label: MONTHLY AFDC PERSONNEL COST  
 No value labels Type: Number Width: 7 Dec: 0 Missing: \* None \*

Variable: MEDEXPMO Label: MONTHLY PER RECIP MEDICAID EXPEND  
 No value labels Type: Number Width: 6 Dec: 0 Missing: \* None \*

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**MEMORANDUM**

TO: Melody Bacha  
FROM: Mike Puma  
SUBJECT: Technical Advisory Panel (TAP) Meeting: Study of Applicant Matching  
in the Food Stamp Program  
DATE: February 8, 1988

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On February 3, 1988 the second and final meeting of the Technical Advisory Panel (TAP) was held at the Washington D.C. offices of Abt Associates Inc. Attending the meeting were:

Mike Puma, Margot Cella and Ruy Teixeira of Abt Associates Inc.

Melody Bacha and Carol Olander of the Office of Analysis and Evaluation, Food and Nutrition Service (FNS).

John Hitchcock and Ed Speshock, Family Nutrition Programs, FNS.

Manny Schwartz, Social Security Administration.

Elliot Naide, Health Care Financing Administration.

Larry Bailis, Brandeis University.

Jerry Evans, Arkansas State Food Stamp Agency.

Barry Bodell, New Hampshire State Food Stamp Agency.

Bert Webb, San Francisco California AFDC Program.

Peter Bateman, a member of the Advisory Panel, was unable to attend the meeting but reviewed the report and provided comments over the telephone.

The general reaction of the TAP members to both the case studies and the Synthesis Report was very positive. They found the reports to be well written and informative and believed the results of this study to be of great value to State and local administrators. This overall response notwithstanding, the group discussion did focus on a number of key points which we will have to consider when revising the reports. These are listed below:

1. The sites we selected for this study represented systems that are relatively experienced in the area of applicant matching. This should be noted in the report as well as a discussion of the minimum system needed to begin applicant matching.
2. We assumed that denied cases would not receive Medicaid benefits. However, it is possible that some of these individuals could have received benefits under the medically-needy option (i.e., those individuals who receive Medicaid without cash assistance). This should be noted in the report as well as the potential effect on our results.
3. In calculating labor time to do applicant matching we excluded any consideration of computer downtime. We did this for a number of reasons: workers used this time for other office functions so their time was not truly wasted; for the most part, downtime was very infrequent; and, to allocate the total cost of computer downtime to applicant matching would have greatly overstated its effect (the computer was used for many functions other than matching). After quite a bit of discussion, the Panel agreed with our argument for not including this cost in our calculations. We will, however, make note of this point in our report.
4. The discussion of data collection and cost-benefit analysis in Chapter 2 is somewhat redundant. The Panel suggested combining the discussions to cut down on duplication.
5. In calculating benefit savings we assumed that a match would be done at recertification if it were available. This causes some upward bias if caseworkers fail to do all of the matches available to them. We will make note of this in the report.
6. In computing benefit savings we also made use of the certification period to calculate the potential length of time any overpayments could be paid to an applicant. For those households receiving both food stamps and AFDC, a question was raised regarding which certification to use. The recommendation was to use the shorter of the two periods assuming that errors detected at recertification for either program would be used to alter benefits for the other. In addition, it was suggested that in most cases States assign the same certification period for joint cases. We will have to go back to check our calculations and make any necessary adjustments.
7. To compute the administrative cost savings associated with denials, we used State average administrative costs for both the Food Stamp and AFDC Programs. Panel members suggested that these error cases would require higher than average administrative costs if allowed on the program. However, because we

cannot obtain a finer breakdown of administrative costs we will retain the use of the average value with an appropriate discussion of this point. (It should be noted that a study currently underway of Food Stamp certification costs will help address this problem but these data will not be available until the Fall of 1988.)

8. A question was raised regarding whether we conducted an independent verification of the recording of labor time by eligibility workers. This was only done to the extent that we trained caseworkers on an individual basis, observed them to a limited degree during our site visit and used an on-site data abstractor who could check for some exclusions. This will be noted in the report.
9. The Panel felt that the discussion of the characteristics of error cases was overstated. This will be re-written.
10. The Panel would like to see some discussion (if the data permit) of other applicant characteristics particularly expedited cases.
11. The data collection instruments should be included as an appendix.
12. A definition of applicant matching should be included at the beginning of the report.
13. States would find a discussion of labor hours to do applicant matching helpful. We will add this to the report.
14. The Panel recommended that we disaggregate the costs and benefits of applicant matching by level of government, i.e., we will separate out the costs and savings associated with applicant matching by State and Federal government.
15. Some members of the Panel would like to see the cost and benefit calculations extrapolated beyond the sample of applicants studied. Because of the uncertainty associated with making such projections, it was agreed to leave the figures as they are presently reported.
16. We should include summaries either at the beginning or the end of each chapter.
17. We should add another chapter to the report that draws together all of the conclusions and, most importantly, provides guidance to State and local administrators regarding how best to do applicant matching. Because of the different sources of information in the report (i.e., quantitative data, staff perceptions and anecdotes) we will have to indicate the source

18. With regard to the case studies, it was suggested that we add the name of the office to contact for more information and something about the geographic location of the selected local offices.

When the reports have been cleared through the Agency, FNS will send copies to all members of the Advisory Panel. In addition, Bert Webb requested approval to publish the study results in the newsletter of the National Association of Eligibility Workers. This was thought to be an excellent dissemination tool and was agreed to but only after the reports are cleared for release by FNS.