## Oklahoma DHS Benefit Aging File

The Benefit Aging file is generated by EPPIC™ on a daily basis. Oklahoma DHS receives the Benefit Aging File through CONNECT:Direct from the ACS CONNECT:Direct server. This file contains information on electronic benefits that have reached the State defined periods of inactivity. Electronic benefits are tracked with regard to inactivity. “Inactivity” is defined as no cardholder initiated debit or credit activity against a benefit. For purposes of the aging process, credits (OKDHS initiated), balance inquiries and denied transactions do not constitute activity.

This file can be used by OKDHS to generate notices to their recipients and alerts to their caseworkers.

|  |  |
| --- | --- |
| File | Benefit Aging File |
| System Source | EPPIC™ |
| System Destination | OKDHS |
| Data Description | Benefit Inactivity Data/Notification. |
| Related Files/  Enumerations | N/A |
| Trigger Event | N/A |
| File Format | Fixed |
| Transmission Method | Batch |
| Frequency | Daily/ Runs Nightly |
| Filename | Production:  (Conduent Dataset Name) OKYYYYMMDDHHMMSSmmmBENEAGING  (State DSN) P310EPPIC.FS.INACTIVE.PROD(+1)  Test:  (Conduent Dataset Name) OKYYYYMMDDHHMMSSmmmTBENEAGING  (State DSN) P310EPPIC.FS.INACTIVE.TEST(+1) |

### OK DHS Benefit Aging File Rules

The Benefit Aging process is executed in EPPIC™ as part of the batch cycle to validate and mark cases that have exceeded the agreed upon timeframes of benefit inactivity. “Inactivity” is defined as no cardholder debit or credit activity against a benefit.

The following table identifies the inactivity timeframes for electronic benefits for the State of Oklahoma:

| **Aging Period** | **No Food Stamp Activity For** |
| --- | --- |
| WARNING 1 | Cases with inactivity of 90 days |
| WARNING 2 | Cases with inactivity of 150 days |
| WARNING 3 | Cases with inactivity of 180 days |

### OK DHS Activity Transaction Types

The following table identifies the Transaction Types that constitute activity for purposes of aging:

| **Tran Type** | **Description** |
| --- | --- |
| 601 | Food Stamp Purchase |
| 609 | Food Stamp Return |
| 616 | Void Last Debit |
| 618 | Voucher Authorization Approval |
| 619 | Electronic Voucher Settlement:  Updates Last Access date/time if the voucher settlement is less than the original authorization. |
| 620 | Void Last Credit |
| 624 | Reversal Credit |
| 625 | Reversal Debit |
| 636 | ARU Voucher Authorization Approval |
| 638 | Electronic Voucher Return Settlement |
| 640 | Manual Voucher Return Settlement |
| 1003 | Manual Voucher Settlement:  Updates Last Access date/time if the voucher settlement is less than the original authorization. |
| 1008 | Expire Voucher |

### OK DHS Benefit Aging File Business Rules

The Benefit Aging process is executed in EPPIC™ as part of the batch cycle to validate and mark cases that have exceeded the agreed-upon timeframes of benefit inactivity. A Benefit Aging File is provided to OKDHS each day. The aging and expungement process runs on EPPIC™ nightly at midnight, CST.

#### Warning Period 1

When a case has reached the Warning Period 1 (i.e. .=>90 days) of inactivity the following will occur:

| Rule ID | Description |
| --- | --- |
| BR-BA-01 | The State will receive a single record in the benefit aging file for the case as a “warning” period 1 – regardless of how many benefits reside on the case. Cases identified in the file in period 1 include cases with inactivity of 90 days. |
| BR-BA-02 | No change is made to the status of the case or benefits on the database. |
| BR-BA-03 | The cardholder can still access the benefits on the case. |
| BR-BA-04 | If inactivity continues on this case, the State does not receive a record in the Benefit Aging File every day. The next notification the State receives for the case will be at “warning” – period 2. |
| BR-BA-05 | Once the case reaches 90 days of inactivity (period 1), the State receives a record in the benefit aging report each day that inactivity continues in the appropriate “inactivity Category” on the report. |

#### Warning Period 2

When a case has reached the Warning Period 2 (i.e>=150 days) of inactivity the following occurs:

| Rule ID | Description |
| --- | --- |
| BR-BA-06 | The State will receive a single record in the benefit aging file for the case as a “warning” period 2 – regardless of how many benefits reside on the case. Cases identified in the file in period 2 include cases with inactivity of 150 days. |
| BR-BA-07 | No change is made to the status of the case or benefits on the database. |
| BR-BA-08 | The cardholder can still access the benefits on the case. |
| BR-BA-09 | If inactivity continues on this case, the State does not receive a record in the Benefit Aging File every day. The next notification the State receives for the case will be at “warning” – period 3. |
| BR-BA-10 | Once the case reaches 150 days of inactivity (period 2), the State receives a record in the benefit aging report each day that inactivity continues in the appropriate “inactivity Category” on the report. |

#### Warning Period 3

When an EBT case has reached the Warning Period 3 (i.e. 180 days) of inactivity the following occurs:

| Rule ID | Description |
| --- | --- |
| BR-BA-11 | The State will receive a single record in the benefit aging file for the case as a “warning” period 3 – regardless of how many benefits reside on the case. Cases identified in the file in period 3 include cases with inactivity of 180 days. |
| BR-BA-12 | No change is made to the status of the case or benefits on the database. |
| BR-BA-13 | The cardholder can still access the benefits on the case. |
| BR-BA-14 | If inactivity continues on this case, the State does not receive a record in the Benefit Aging File every day. |
| BR-BA-15 | Once the case reaches 180 days of inactivity (period 3), the State receives a record in the benefit aging report each day that inactivity continues in the appropriate “inactivity Category” on the report. |

### OK DHS Benefit Aging File Record Layout

The following is a description of the Benefit Aging File format for reporting inactive account information back to the State.

The file layout consists of a header record, followed by multiple detail records, followed by a trailer record.

All alpha-numeric fields are left-justified and right space-filled.

### OK DHS Benefit Aging File Header Record

| Field Nbr | **Field Name** | Attribute | Field  Position | Comments |
| --- | --- | --- | --- | --- |
|  | RECORD-TYPE | 2 A | 1-2 | “HD” indicates batch Header Record |
|  | TRANS-TYPE | 8 A | 3-10 | VALUE ' OKINACTV’ |
|  | TRANS-DATE | 8 D | 11-18 | CCYYMMDD |
|  | TRANS-TIME | 8 N | 19-26 | HHMMSSMS |
|  | CNTL-NBR | 6 N | 27-32 | incremented by 1 each send by Conduent |
|  | STATE-ID | 2 A | 33-34 | VALUE 'OK' |
|  | FILLER | 96 A | 35-130 | VALUE SPACES |

Records length = 130 characters

### OK DHS Benefit Aging File Detail Record

| Field Nbr | **Field Name** | Attribute | Field  Position | Comments |
| --- | --- | --- | --- | --- |
|  | RECORD-TYPE | 2 A | 1-2 | “DT” indicates detail Record |
|  | COUNTY-OFFICE | 3 A | 3-5 |  |
|  | STATE-ID | 13 A | 6-18 | Case Number |
|  | Primary Cardholder First name | 15 A | 19-33 |  |
|  | Primary Cardholder Last name | 25 A | 34-58 |  |
|  | EBT-CARD-NUM | 19 A | 59-77 | Current Primary Card Number |
|  | LAST-DEBIT-TRANS-DATE | 8 D | 78-85 | CCYYMMDD  Last Used Timestamp |
|  | LAST-BENEFIT-DEPOSIT-DATE | 8 D | 86-93 | CCYYMMDD  Date of last benefit deposit |
|  | Available-BAL | 7 N | 94-100 | 9(5)V99  Balance of the account at the time of file generation |
|  | Aging Indicator | 1 N | 101-101 | “1” = Aging Period 1  “2” = Aging Period 2  “3’ = Aging Period 3 |
|  | Filler | 29 N | 102-130 | Filler |

Records length = 130 characters

### OK DHS Benefit Aging File Trailer Record

| Field Nbr | **Field Name** | Attribute | Field  Position | Comments |
| --- | --- | --- | --- | --- |
|  | RECORD-TYPE | 2 A | 1-2 | “TR” indicates batch Trailer Record |
|  | TRANS-TYPE | 8 A | 3-10 | VALUE ' OKINACTV’ |
|  | TRANS-DATE | 8 D | 11-18 | Must match Header |
|  | TRANS-TIME | 8 N | 19-26 | Must match Header |
|  | CNTL-NBR | 6 N | 27-32 | Must match Header |
|  | REC-COUNT | 6 N | 33-34 | Number of record |
|  | FILLER | 92 A | 35-130 | VALUE SPACES |

Records length = 130 characters