

**2004 – CLEARINGHOUSE**

<b>POLICY STATEMENT</b>	Clearinghouse is an automatic on-line computer system through which wage and benefit information on applicants and recipients is matched with files in other state and federal agencies.
<b>BASIC CONSIDERATIONS</b>	<p>Clearinghouse matches are performed with the following agencies and contain the following information:</p> <ul style="list-style-type: none"><li>• Department of Labor (DOL) Wage Files – the most recent five quarters of employment history by employer name, employer number, and amount of wages earned</li><li>• Department of Labor (DOL) Employer Address Files – the work location and/or the address of the accounting office</li><li>• Department of Labor (DOL) Unemployment Compensation Benefits (UCB) - the monthly UCB amounts for the most recent 13 months and a list of individual checks for the last ten weeks</li><li>• Department of Labor (DOL) Unemployment Compensation Benefits (UCB) Claimant Address File – the address of each UCB recipient</li><li>• Department of Labor (DOL) W-4 Employer Reporting System – the name and address of any new employer and the date of hire</li><li>• BENDEX – RSDI benefit information on individuals who are current or past recipients of public assistance.</li><li>• State Data Exchange (SDX) – SSI benefit information.</li></ul> <p>Clearinghouse files are accessed on any individual who is in active or pending status, is age 16 or older and who may affect eligibility for benefits such as the following:</p> <ul style="list-style-type: none"><li>• applicants</li><li>• recipients</li><li>• ineligible aliens</li><li>• sanctioned individuals</li></ul>

**PROCEDURES**

Clearinghouse is accessed on pending or active AU's at the following times:

- at registration or finalization of a new AU or reopening of an AU
- in the month prior to the review month, when the AU is selected for review
- if a primary SSN is changed
- adding a person to the AU at an interim change.

Use the following procedures for documenting and establishing Clearinghouse history:

**Chart 2004.1**

<b>Documenting and Establishing Clearinghouse History</b>	
<b>Data Source</b>	<b>Method of Documentation</b>
DOL Wage Files	Do not print. Copy and paste to REMA screen.
DOL UCB Files	Do not print. Copy and paste to REMA screen.
DOL W-4 New Hire Files	Do not print. Copy and paste to REMA screen.
BENDEX	Do not print. Copy and paste to REMA screen.
State Data Exchange (SDX)	Do not print. Copy and paste to REMA screen.
State Vital Records	Do not print or copy and paste from Birth Index Inquiry System, Death Index Search, Divorce Index Search or Marriage Index Search Screen. Document behind REMA that Vital Records was used for verification. It is acceptable to copy and paste from client specific Birth Index Record Screen.
Child Support Data (\$TARS)	Not necessary to copy and paste. System is instantly accessible.