SI 00820.143 MONTHLY WAGE REPORTING

A. Introduction to monthly wage reporting

Supplemental Security Income (SSI) recipients, their representative payees, and deemors must report wages on a monthly basis. We process wage reports we receive through available automated reporting systems via input to the Modernized Supplemental Security Income Claims System (MSSICS) or SSA-1719(B) (SSI Post-Eligibility Data Input). For establishing a work report in eWork with title II involvement, see DI 13010.020D. The specific method used to input the report depends on whether we consider the wage amount as "alleged," "reported," or "verified."

NOTE: For information about reporting responsibilities specifically related to who must report, what they must report, when to report, and how to report, see SI 02301.005.

B. Glossary

1. Alleged

An "alleged" monthly wage amount is:

- any monthly wage report that an individual submits without evidence and does not meet the criteria for us to consider it "reported."
- any wage report submitted without evidence for a month other than the current month,
 or the month immediately preceding the current month.

2. J3 diary

The J3 diary detects discrepancies between the Master Earnings File (MEF) and the Supplemental Security Record (SSR) where a recipient's or deemor's wage amount on the SSR is **more** than what the MEF reflects. The system generates an alert for over-tolerance discrepancies of more than \$1,000 annually.

3. J5 diary

The J5 diary detects discrepancies between the MEF and the SSR where a **deemor's** wage amount on the SSR is **more** than what the MEF reflects. The system generates an alert for over-tolerance discrepancies of more than \$2,000 annually.

4. Reported

A "reported" monthly wage amount is:

• submitted by a recipient, representative payee, or deemor,

- derived from pay slip wage information,
- submitted without evidence, and
- posted to MSSICS or the SSR before the recurring payment tape cutoff for the subsequent month, or submitted using the Supplemental Security Income Telephone Wage Reporting (SSITWR) system or the Supplemental Security Income Mobile Wage Reporting (SSIMWR) application.

To consider wages "reported," the submitted wage amount must include the total wages received for the month and can only be for the current month or the month immediately preceding the month in which we receive the report.

EXCEPTION: For the SSITWR system and the SSIMWR application, we consider a monthly wage amount "reported" if a successful wage report is submitted for the prior month on any day during the current reporting month.

5. S7 diary

The S7 diary detects discrepancies between the Office of Child Support Enforcement (OCSE) database and the SSR where a recipient's or deemor's wage amount on the SSR is **more** than what the OCSE reflects. The system generates an alert for over-tolerance discrepancies of more than \$250 per quarter for recipients and \$500 per quarter for deemors.

6. SSI Telephone Wage Reporting (SSITWR) system

The SSITWR system is an automated monthly wage reporting system. It allows recipients, their representative payees, and deemors to call a toll-free number to report the prior month's gross wages. The SSITWR system accepts wage reports submitted for the prior month on any day during the current reporting month.

IMPORTANT: Wage reports made during the first six days of the month help to prevent improper payments.

A successful wage report results in an automated posting of the gross wage amount to the MSSICS wage screen (IWAG) or the SSR.

The SSITWR system:

- posts the wage amount in the "reported" column on the MSSICS IWAG screen and indicates the amount with a "0" wage verification code on the SSR.
- accepts monthly wage reports from both SSI only **and** concurrent recipients, as well as their representative payees and deemors.
- transmits wage data to title II by posting to the Disability Control File (DCF). For more
 information about how these monthly wage reports will be posted to the DCF, see DI
 13010.605D.2.
- accepts wage reports for a prior month on any day during the current reporting month.

- accepts wage reports only for the month immediately preceding the report.
- requires the reporting individual to authenticate using his or her Social Security Number, name, and date of birth.
- mails a wage receipt to the SSI recipient or their representative payee.

7. SSI Mobile Wage Reporting (SSIMWR) application

The SSIMWR application is a mobile application that provides an alternate method for monthly wage reporting by using smartphone technology. Wage reporters can download and install the free SSIMWR application on an Apple or Android mobile device.

The SSIMWR application works the same as the SSITWR system, except wage reporters submit wages and enter data on the application screens instead of talking into the phone. The process, systems framework, and the information needed for authentication and entering wages are the same as for the SSITWR system. For more information on the SSITWR system, see SI 00820.143B.6. in this section.

8. SSI Monthly Wage Verification (SSIMWV)

SSIMWV is an Intranet-based application that automates input of monthly wage reports submitted with pay slips for both MSSICS and non-MSSICS cases. SSIMWV streamlines the input of pay slips by propagating wage information to the MSSICS IWAG screen or the SSR. Users enter wage amounts using SSIMWV in the "verified" column of the appropriate IWAG screen or on the SSR with a verification code of "9."

Do not use SSIMWV to process monthly wage reports submitted without pay slips. To access the SSIMWV Users Guide and for additional information related to SSIMWV, refer to SI 00820.144.

9. Verified

A "verified" monthly wage amount must be accompanied by evidence of wages (e.g., pay slips).

C. Mandatory SSITWR and SSIMWR recruitment

Recruitment activities are mandatory. Attempt to recruit all recipients, their representative payees, and deemors to report monthly wage amounts using the SSITWR system or the SSIMWR application. If the reporter chooses either of these reporting methods, encourage reporting during the first six days of the month. However, the reporter may choose any of the methods in SI 00820.144 to report his or her wages. Do not coerce reporters to use the SSITWR system or the SSIMWR application or refuse to accept monthly wage reports they submit using another method (e.g., pay slips).

NOTE: Generally, SSI recipients or their representative payees must report income changes within the first 10 days of the month following the month of change, as described in SI 02301.005. While the SSITWR system and the SSIMWR application accept wage reports on any day during the current reporting month, encourage wage reports early in the month to help prevent improper payments. For specific instructions on how to recruit wage reporters via the SSITWR system and the SSIMWR application, see SI 00820.144C.

Disclaimer language for SSITWR and SSIMWR

If the reporter makes a successful wage report after the Goldberg Kelly (GK) systems cutoff date, the reporter will hear the following language when using the SSITWR system or will view it when using the SSIMWR application:

"Because we received the report after (Automated fill in of the current month and GK cutoff day), the wages you reported today might not be reflected in a future SSI payment. We will mail a notice if there are changes to the payment amount explaining these changes and your right to appeal."

For an overview of GK processing, see SI 02301.301.

D. Policy for "reported" wage amounts

In order for us to consider an amount "reported," a monthly wage report must meet several criteria. A wage amount that does not meet specific criteria **must** be identified as either "verified" or, in many cases, "alleged."

Never consider wages earned by an ineligible child as "reported."

1. Months for which wages are considered as "reported"

Only identify total gross wage amounts for the current month or the month immediately preceding as "reported" wages. Wage reports pertaining to any time period more than one month prior to the current month must be identified as either "verified" or, if not accompanied by evidence, "alleged."

NOTE: Consider wage amounts for the current month "reported" only if the recipient or deemor is not expected to receive any further wages in the reporting month.

2. When no evidence is required for "reported" wages

No evidence is required to identify a monthly wage report as "reported." However, the reported wage amount must be equal to the total gross wages indicated on the individual's pay slips, as stated in SI 00820.143D.3.a. in this section.

3. Wage submittal methods and criteria for considering wages as "reported"

a. Wages derived from pay slips

A "reported" monthly wage amount is derived from the gross wages indicated on the individual's pay slips for the month. The individual should only submit his or her wage report when he or she has received all wages for the month being reported.

A monthly wage report submitted when pay slips are missing is considered a "reported" amount if:

- the reporter can determine the total gross wages using year-to-date figures on other pay slips; or
- the individual submits multiple pay slips for the month and the gross wage amount for the missing pay slips is obtained by subsequently contacting the individual (e.g., by calling the reporter on the phone).

b. Wages "reported" through the SSITWR system and the SSIMWR application

We consider monthly wages as "reported" when submitted for a prior month through the SSITWR system or the SSIMWR application on any day during the current reporting month. The wage report is deemed to be a "reported" monthly wage amount.

c. Wages "reported" through telephone or field office (FO) contact

We consider monthly wages for the current or prior month submitted through telephone contact with the FO or in person as "reported" wages if they are processed before:

- the GK cutoff date in the month the report is received; or
- the recurring payment tape cutoff in the month the report is received (i.e., during the GK temporary period).

NOTE: If a monthly wage report submitted during the GK temporary period results in an adverse action, issue an online GK notice to the recipient to consider the wage amount "reported."

EXCEPTION: If the case is an exception to online GK notice issuance, do not consider the wage amount as "reported." For additional information related to online GK notices, see SI 02301.305.

E. Procedure for processing monthly wage reports

The procedures necessary to process the wage amount vary according to how we identify the report, using the definitions in SI 00820.143B in this section.

NOTE: Section 202 of the Social Security Protection Act of 2004 requires that we issue a receipt for **all** wage reports submitted by recipients or their representatives (including representative payees). Issue a receipt without regard to whether we identify the wage report as verified, alleged, or reported.

1. "Verified" wages

a. Processing the wage report

Use the Intranet-based SSIMWV system to input monthly wage amounts submitted with pay slips. If you cannot process the case using the SSIMWV, input the wage amount in the "verified" column on the MSSICS IWAG screen, or transmit the EN field via SSA-1719(B) with a verification code of "9" for non-MSSICS cases.

Use one of the following methods to input an estimate of future wages starting with the month after the month being reported:

- **SSIMWV** the system prompts the user for information to derive an estimate and post the estimate to the "alleged" column in MSSICS.
- MSSICS/SSA-1719(B) post an estimate of future wages, per instructions in SI 00820.150.

NOTE: Process verified wage amounts submitted by a concurrent beneficiary by entering the eWork application for possible title II development. eWork will subsequently transfer you to the SSIMWV for input of the SSI monthly wage amount. For more information about using eWork to process wage reports, see DI 13010.020.

b. Receipt issuance

Issue a wage report receipt to the recipient or their representative payee when using SSIMWV. For in-person reports, generate a receipt immediately, and give or mail the receipt to the recipient or their representative payee. The SSIMWV will automatically print and date the receipt.

If you cannot process the wage report using the SSIMWV, issue the receipt using either:

- · eWork; or
- the Document Processing System (DPS) (SSA-L724 (Work Report Receipt)).

For additional information related to issuance of receipts for "verified" wage reports that you cannot process using the SSIMWV, see DI 13010.020.

c. Documentation of a verified wage amount

Archive the SSIMWV receipt in the Online Retrieval System (ORS). The ORS-stored receipt serves as documentation of the pay slip evidence submitted by the reporter. No separate action is necessary to document the report.

If the SSIMWV does not issue a receipt, or the receipt is not stored in ORS, document the wage report using the procedures in SI 00820.135 and GN 00301.286.

2. "Reported" wages

a. Processing a reported wage amount submitted via the SSITWR system and the SSIMWR application

Wages reported using the SSITWR system or the SSIMWR application, automatically post to the MSSICS IWAG screen in the "Reported Amount" column. Wages also automatically transmit to the SSR with a verification code of "0." Monthly wage amounts successfully reported using the SSITWR system or the SSIMWR application do not require additional actions.

b. Processing a monthly wage report received outside of the SSITWR system or the SSIMWR application

When a reporter submits a monthly wage amount directly to an SSA employee (i.e., telephone contact, mail, or in person), first verify that you can process the monthly wage amount submitted as a "reported" wage by determining:

- whether the wage earner received the monthly gross wage amount reported in the current month or the month immediately preceding it;
- if the gross wage amount submitted is based on primary evidence of wages in the individual's possession; and
- if the wage report is submitted either before the GK cutoff, or during the temporary GK period, in the month that we receive the report.

If you can process the report as a "reported" wage amount, input the wages on the MSSICS IWAG screen in the "reported" column and send the transaction to the SSR.

IMPORTANT: You cannot transmit monthly wage amounts identified as a "reported" amount via SSA-1719(B) input. Therefore, you cannot transmit "reported" wages to the SSR for non-MSSICS cases.

Input an estimate of future wages in the "alleged" column starting with the month after the month being reported. For more instructions on estimating future wages, see \$1 00820.150. This step is necessary after you receive and process each monthly wage report.

NOTE: **Do not** use the SSIMWV system to process amounts representing "reported" wages.

c. Receipt issuance

Issue a receipt to the SSI beneficiary or their representative payee using the notice titled, "Monthly Wage Reporting – Receipt" in DPS. Print the receipt locally, store the receipt in the ORS, and distribute to the SSI beneficiary or their representative payee.

d. Documentation of "reported" wage amounts

Separate action is not required to document a wage amount that is identified as "reported." The wage amount is indicated on the SSR with a "0" verification code. The "0" verification

code remains on the SSR unless a subsequent action is taken to verify the "reported" wage amounts.

3. "Alleged" wages

a. Processing the wage report

Process a monthly wage report that does not meet the criteria to be identified as either a "verified" or a "reported" amount by posting the amount:

- in the "alleged" column on the MSSICS IWAG screen; or
- to the SSR using an SSA-1719(B) input with a verification code of "1" in the EN field.

Post an estimate of future wages per instructions in \$1,00820.150.

b. Receipt issuance

Issue the receipt for an alleged monthly wage amount using either:

- · eWork; or
- the DPS (SSA-L724 (Work Report Receipt)).

For additional information related to issuance of receipts for alleged monthly wage amounts, see DI 13010.020C.

c. Documentation of alleged wage amounts

Documentation is not required for a monthly wage report that is identified as an allegation.

F. Procedure for over-reported wage alerts (effective 6/28/2008)

The S7, J3, and J5 alerts detect situations where the SSR reflects **more** wages for a recipient, deemor, or essential person than are indicated by either the OCSE or the MEF. These alerts ensure that individuals whose monthly wage reports are not subject to further verification are not erroneously underpaid SSI benefits due to an error in the reported wage amount.

For development instructions pertaining to the S7 alert, see SI 02310.063 and for development instructions pertaining to the J3 and J5 alerts, see SI 02310.056.

G. Examples of SSI wage reports

Example 1 - Monthly wage amount meeting the criteria to be considered "reported"

Jane works at ABC Company and earns \$250 bi-weekly. She receives her last paycheck for January on the 26th of the month. Jane computes her monthly gross wages for January as \$500 and calls the FO on February 7th to report her wages.

The FO representative confirms that the monthly wage amount Jane submitted is based on information from her pay slips, recognizes the GK cutoff has not yet occurred, and opens a

stand-alone post-eligibility event in MSSICS. The FO representative enters the \$500 Jane earned in January in the "reported" column on the MSSICS IWAG screen for ABC Company and the FO representative prints a "Monthly Wage Reporting – Receipt" from DPS and mails it to Jane.

Since the monthly wage amount Jane submitted meets the criteria to be considered a "reported" monthly wage amount, no documentation is necessary at the time of the report.

Example 2 - Monthly wage report determined to be an "alleged" wage amount

Jane (from example 1) computes her wages for January to be \$500. However, she does not call the FO to report her wages until February 20th. The FO representative recognizes that Jane's monthly wage report is based on information from her pay slips and corresponds to the month prior to the month of report. However, the FO representative cannot consider the wage amount "reported" since the recurring payment tape cutoff has passed.

The FO representative correctly enters the monthly wage report in the "alleged" column on the MSSICS IWAG screen for ABC Company and issues a wage report receipt to Jane.

Example 3 - Combination of pay slips and a "reported" wage amount

Tom works for the local school system and earns \$200 per week. Every month he sends his pay slips for the prior month into the local FO for processing via the SSIMWV. The FO receives his pay slips for March on April 5th.

The FO representative examines the pay slips and determines that Tom neglected to send in his pay slips for the last two weeks of March. The FO representative contacts Tom by phone and asks him to provide his pay slip information for the missing pay slips. Tom finds the missing pay slips and tells the FO representative that he earned \$200 each week. The FO representative uses the combination of the pay slips Tom provided and his "reported" wage amount for the missing pay slips to determine his gross monthly wages for March. Since the report is completed before the GK cutoff, the FO representative enters the wage amount in the "reported" column of the MSSICS IWAG screen and sends Tom a receipt. Documentation is not required because the FO representative considers the monthly wage amount as "reported."

Example 4 - Monthly wage report input using SSIMWV

Tom (from example 3) submits **all** of his pay slips for March to the FO on April 5th. The FO representative enters the pay slips in the SSIMWV and correctly identifies each of them as "verified." The FO representative prints a receipt through SSIMWV and archives the receipt in ORS before transmitting the wage amount.

The wage report receipt that is stored in ORS serves as documentation of the wage evidence Tom submitted for March. No further action is necessary by the FO representative.

H. Summary of wage reporting methods

The following chart contains a summary of monthly wage reporting methods, the date by which we must receive the reports, and the actions that you must take to input the wages and issue a receipt:

Monthly Report Type	Reporting Timeframe	Which Month(s) Wages Can Be Reported	Necessary Action to Post Wages	Notices	SSR Coding
SSITWR system and SSIMWR application	Preferably by the 6 th of the month, but available on any day during the current reporting month.	Wages for the month immediately preceding ONLY.	None	Automated receipt and GK notice.	"0"
Pay stubs	No timeframe	Any month	Input wages using SSIMWV or the "verified" column on the IWAG screen in MSSICS.	Receipt is generated by SSIMWV; GK either automated or manual. If not using SSIMWV, you must issue the receipt manually.	"9"
Oral report or Written wager report faxed or mailed to the FO.	Before recurring tape cutoff each month.	Current month and the month immediately preceding.	Input wages using the "reported" column on the IWAG screen in MSSICS.	Employee must issue a manual receipt. Depending on the case characteristics, a manual GK notice may be necessary.	"0"

I. References

- GN 00301.286 Electronic Evidence Documentation and Retention
- SI 00820.130 Evidence of Wages or Termination of Wages
- SI 00820.135 Wage Verification and Reported Wages Over \$65 per Month
- SI 00820.144 Monthly Wage Reporting for Recruiting Reporters
- SI 00820.150 Estimating Future Wages
- SI 02301.005 SSI Posteligibility Recipient Reporting
- SI 02301.301 Overview of Goldberg Kelly (GK) Processing
- SI 02301.305 Online Goldberg Kelly (GK) Notices
- SI 02310.056 Master Earnings File (MEF) Match (J3 and J5 Diaries)
- SI 02310.063 State Wage Record Match (S7 Diary)
- DI 13010.020 Work Reports and Receipts
- DI 13010.605 The CDR Development Worksheet (CDRW) Screen