

\_\_\_\_\_  
COUNTY

FRONT END DETECTION SYSTEM PLAN OF OPERATIONS

Prepared by:

\_\_\_\_\_  
NAME TITLE TELEPHONE

FEDS Contact Person:

\_\_\_\_\_  
NAME TITLE TELEPHONE

\_\_\_\_\_  
ADDRESS

1. The following indicators will prompt a FEDS referral. (Check all that apply. The first three under "Income/Resource" and the first two under "Other" are mandatory indicators.)

FEDS INDICATORS

Income/Resource

- Expenses exceed income or grant without reasonable explanation
- Working off the books (currently or previously)
- Supported by loans from family/friends
- Self employed but without adequate business records to support financial assertions
- Other (Specify)

\_\_\_\_\_  
\_\_\_\_\_

Residence

- PO box used as a mailing address without cause, i.e. high crime area
- Landlord does not verify household composition or provides information inconsistent with application
- Primary tenant with no utilities i.e. phone or electric bills, in his/her name
- Client unsure of own address
- Other (Specify)

\_\_\_\_\_  
\_\_\_\_\_

Identity Status

Other

An individual has no documentation to verify his/her identity or the identification is suspect

Prior history of denial, case closing, or overpayments resulting from an investigation

Documents or information provided are inconsistent with application, such as different name used for signature or invalid SSN

Application inconsistent with prior case

Aliens with questionable or no documentation to substantiate immigration status

Children under the age of six with no birth certificates available

Other (Specify)

No absent parent information or information is inconsistent with application

\_\_\_\_\_  
\_\_\_\_\_

Other (Specify)

\_\_\_\_\_  
\_\_\_\_\_



(d) Identify methodology and unit responsible for submitting monthly FEES report within required timeframes.

(e) Identify the timetable for districtwide implementation, also including staffing levels.

**MONTHLY REPORT OF  
FRONT END DETECTION SYSTEMS  
COMPLAINTS AND INVESTIGATIONS**

NAME OF COUNTY	MONTH	DATE SUBMITTED	TELEPHONE #	SIGNATURE		
<b>COMPLETED BY</b>						
	<b>TITLE</b>	<b>ADC</b>	<b>HR</b>	<b>NPA/FS</b>	<b>MAO</b>	<b>TOTAL</b>
<b>Referred for Investigation # of Cases</b>	1. _____	_____	_____	_____	_____	_____
<b>Investigations Completed # of Cases</b>	2. _____	_____	_____	_____	_____	_____
<b># of Cases with No Irregularities Detected</b>	3. _____	_____	_____	_____	_____	_____
<b># of Cases either Denied/Withdrawn</b>	4. _____	_____	_____	_____	_____	_____
<b>Cost Avoidance PA</b>	a.\$ _____	_____	_____	_____	_____	_____
<b>MA</b>	b.\$ _____	_____	_____	_____	_____	_____
<b>FS</b>	c.\$ _____	_____	_____	_____	_____	_____
<b># of Cases with Grant Reduction</b>	5. _____	_____	_____	_____	_____	_____
<b>Cost Avoidance PA</b>	a.\$ _____	_____	_____	_____	_____	_____

Anycounty

COUNTY

FRONT END DETECTION SYSTEM PLAN OF OPERATIONS

Prepared by:

William Black	Director of IM	555-678-1234
NAME	TITLE	TELEPHONE

FEDS Contact Person:

Sandra Decker	Investigator II	555-678-5678
NAME	TITLE	TELEPHONE

ADDRESS

1. The following indicators will prompt a FEDS referral. (Check all that apply. The first three under "Income/Resource" and the first two under "Other" are mandatory indicators)

FEDS INDICATORS

Income/Resource

Residence

- Expenses exceed income or grant without reasonable explanation
- Working off the books (currently or previously)
- Supported by loans from family/friends
- Self employed but without adequate business records to support financial assertions
- Other (Specify)

- PO box used as a mailing address without cause, i.e. high crime area
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\_\_\_\_\_

\_\_\_\_\_  
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Identity Status

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Documents or information provided are inconsistent with application, such as different name used for signature or invalid SSN

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Other (Specify)

\_\_\_\_\_  
\_\_\_\_\_

Prior history of denial, case closing, or overpayments resulting from an investigation

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No absent parent information or information is inconsistent with application

Other (Specify)

\_\_\_\_\_  
\_\_\_\_\_

2. Include an explanatory narrative outlining your FEDS case processing covering the following items:

- (a) Identification/selection by eligibility worker, supervisory review (if any), method of transmittal to the investigative staff.

The FEDS referral check-off form is reviewed for every eligibility interview. When one or more circumstances occur, the referral form is completed by the examiner with client demographic information and the appropriate indicator(s) selected. The FEDS referral is noted in the case record. The FEDS referral is given directly to the IM supervisor. The supervisor reviews the form, approves it, and it is hand-delivered to the Investigative Unit supervisor the same day it is received.

- (b) Investigative unit processing, includes logging, tracking and brief description of investigative unit processes (i.e., home visit, collateral contact, agency interview etc.). Also include the targeted timeframes for reporting investigator results back to eligibility worker for final determination.

The Investigative Unit supervisor will log-in the referral, assign it, and track the referral for timeliness. The investigation will begin within 48 hours. The investigation may include a home visit and/or collateral contact. The investigator will provide the originating examiner with an oral report within 48 hours of the investigation itself and a written report one day later. When extenuating circumstances exist, an oral report must still be made within 48 hours and a written report at a later date, provided approval is received from the Investigative Unit supervisor. Results of the investigation must be provided within 30 days of the client's application date, however.

- (c) Method of informing the Investigation Unit of the final case disposition for inclusion in the monthly FEDS report.

The bottom of the Investigation Unit's report form has a section for case disposition. The IM worker will complete that section. The original report will be retained in the case record and a copy returned to the Investigation Unit.



- (d) Identify methodology and unit responsible for submitting monthly FEDS report within required timeframes.

The investigation unit supervisor uses an in-house personal computer to summarize the monthly FEDS activity, prepare the Monthly Report of FEDS Complaints and Investigations and forwards it to the Case Integrity Unit by the 10th day of the following month.

- (e) Identify the timetable for districtwide implementation, also including staffing levels.

The FEDS program will begin on September 1, 1992, staffed by 3 investigators.

## 351.28 Home Visits.

- (1) A visit to the home of an applicant for or recipient of Aid to Dependent Children (ADC) or Home Relief (HR) by an official of the social services district as part of an investigation into eligibility or continuing eligibility for such assistance must ordinarily be conducted only during the normal business hours of the social services district unless the circumstances of the applicant or recipient make such scheduling impractical. The social services official conducting such visit must properly identify himself or herself.
- (2) A visit to the home of an applicant for or a recipient of ADC or HR by an official of the social services district may be conducted without advance notice to the applicant or recipient when the district has information that is inconsistent with or fails to support pertinent information reported by the applicant or recipient during the eligibility or redetermination of eligibility process, when the applicant or recipient fails to provide information pertinent to the eligibility or redetermination of eligibility process that he or she would reasonably be expected to provide or when it appears that information provided by the applicant or recipient during the eligibility or redetermination of eligibility process is false. Examples of such circumstances include, but are not limited to: where the landlord does not verify the household composition or provides information which is inconsistent with the information in the application; where the household's stated expenses exceed the stated income or the current grant without a reasonable explanation; where there is no information concerning a parent who is alleged to be absent from the home or the information is inconsistent with the information in the application; where the application is inconsistent with prior case information in the district's possession; or where the application contains inconsistent information that would affect eligibility for ADC or HR.
  - (a) Consent by the applicant or recipient to an unannounced visit must not be considered to be permission to search the premises. The official may question the applicant or recipient about people or objects in plain view on the premises.
  - (b) Failure by the applicant to cooperate in an unannounced visit or to permit such visit is not a basis for a discontinuance or denial of assistance. An official conducting an unannounced visit must not indicate or lead the applicant or recipient to believe that failure to cooperate or to permit the visit will be a basis for denying or discontinuing benefits.

Revision

(6/30/92 new section added.)