



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

Andrew M. Cuomo
Governor

Kristin M. Proud
Commissioner

Informational Letter

Section 1

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| Transmittal: | 14-INF-03 |
| To: | Local District Commissioners |
| Issuing Division/Office : | A&QI |
| Date: | January 14, 2014 |
| Subject: | Investigative Unit Operations Plan |
| Suggested Distribution: | Temporary Assistance Directors SNAP Directors Fraud Directors FEDS Coordinators |
| Contact Person(s): | Rebecca Lynch (A&QI) 518-402-0013 or Rebecca.Lynch@otda.ny.gov |
| Attachments: | Investigative Unit Operations Plan Form |
| Attachment Available On – Line: | <input checked="" type="checkbox"/> |

Filing References

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|--------------------|-----------------------------|-----------------------------------|-------------|-----------------------|
| 93 ADM-8 06-INF-26 | | 18 NYCRR 348.2, 359.4 | 145 145.C | | 7 CFR 273.16(g)(1) |

Section 2

I. Purpose

This Informational Letter (INF) is to request that each local Social Services District (SSD) submit an updated Investigative Unit Operations Plan (IUOP).

II. Background

93 ADM-8 requires that local SSDs file an IUOP with OTDA. A review of our files shows that the majority of the plans on file are aged and require updating.

III. Program Implications

Each SSD must submit an updated IUOP to OTDA within 60 days from the date of this INF.

The plan must include:

- (1) A description of the organizational units responsible for the investigation and prosecution of allegations of client fraud;
- (2) A description of any claims establishment (recoupments) and collection activities for which this organizational unit may also be responsible;
- (3) An explanation of the coordination between the investigation units and the prosecutor, i.e., courts in which cases of alleged fraud are heard, referral process, etc.;
- (4) An explanation of how it is proven that the individual was advised on the record of the court of the disqualification provision prior to entering any plea; and
- (5) A copy of or a statement of the agreement with the District Attorney's office in accordance with Department Regulations 18 NYCRR 348.2(c) and 359.4, and Federal Regulation 7 CFR 273.16(g)(1). This agreement must include information on how, and under what circumstances, cases will be accepted for possible prosecution and the criteria set by the prosecutor for accepting cases for prosecution. The criteria should include, but not be limited to, the dollar threshold and the type of violation.

In our effort to update and standardize SSD plans, please submit your IUOP using the attached form.

All plans must be submitted to Rebecca Lynch at:

Rebecca.Lynch@otda.ny.gov

or

New York State Office of Temporary & Disability Assistance
Audit and Quality Improvement – Program Integrity
40 North Pearl Street
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Issued By

Name: Kevin Kehmna
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