



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	16-LCM-15
To:	Social Services District Commissioners
Issuing Division/Office:	Audit & Quality Improvement
Date:	October 14, 2016
Subject:	Quarterly Fraud Report
Contact Person(s):	Rebecca Schoonmaker (518) 402-0118 or Rebecca.Schoonmaker@otda.ny.gov Rebecca Lynch (518) 402-0013 or Rebecca.Lynch@otda.ny.gov
Attachments:	Attachment 1 - Quarterly Fraud Report Submission Format Attachment 2 - Quarterly Fraud Report Instructions
Attachment Available Online:	<input type="checkbox"/>

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide each local Social Services District (SSD) with the new version of the Quarterly Fraud Report along with Quarterly Fraud Report completion and submission instructions.

II. Background

Pursuant to 7 CFR 272.2(c)(1)(ii), OTDA is required to submit a quarterly Program and Budget Summary Statement (Form FNS-366B) to the U.S. Department of Agriculture – Food and Nutrition Service (FNS). In order to populate the program integrity portion of this form, data must be collected from the local SSDs regarding Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) fraud investigations and prosecutions. State Regulation 18 NYCRR 348.6 allows for the collection of such data. FNS has recently revised Form FNS-366B, necessitating revisions to the Quarterly Fraud Report.

III. Program Implications

Completion Instructions

The Quarterly Fraud Report is intended to gather information for the required federal reporting purpose for a specific quarterly reporting period and should only identify action that occurred during the reporting period. It should reflect the activity of cases in which there is suspicion of an act of intentional program violation (IPV).

Although the report is designed to collect aggregate data, all supporting records associated with the fraud investigations must be maintained by the local SSD, as stated in 18 NYCRR 348.5.

Attachment 1 is the new report, reflecting the information needed for the revised federal FNS-366B report. This version of the report must be used, beginning with the next quarterly submission. Attachment 2 provides completion instructions for the Quarterly Fraud Report.

Submission Instructions

Each SSD must submit the Quarterly Fraud Report to Program Integrity no later than the last day of the month following the end of each quarter.

<u>Quarter</u>	<u>Due Date</u>
Q1: January – March	April 30
Q2: April – June	July 31
Q3: July – September	October 31
Q4: October – December	January 31

The report must be submitted through the Quarterly Fraud Report tab in the Recipient Fraud Matching System (RFMS). If you do not have access to RFMS, please contact Robert Barkley (518-402-1588 or Robert.Barkley@otda.ny.gov).

If you have any questions regarding the Quarterly Fraud Report, please contact Rebecca Schoonmaker at (518) 402-0118 or Rebecca.Schoonmaker@otda.ny.gov.

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