

**QUARTERLY FRAUD REPORT – INSTRUCTIONS**  
**RECIPIENT FRAUD INVESTIGATIONS**

**PURPOSE**

This report is intended to gather information for *federal reporting purposes* for a specific quarterly reporting period. It 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). The report is not self-checking – the entries in each item must be determined independently of the other item entries. For assistance with completion of the report, please contact Rebecca Schoonmaker at [Rebecca.Schoonmaker@otda.ny.gov](mailto:Rebecca.Schoonmaker@otda.ny.gov) or 518-402-0118.

**INSTRUCTIONS**

The report has been divided into the following categories of assistance: TANF (Temporary Assistance to Needy Families/Family Assistance), SNA (Safety Net Assistance), and SNAP (Supplemental Nutrition Assistance Program). The SNAP category has been further divided into two types of fraud investigations: eligibility fraud investigations and trafficking investigations. Record in each column only the number or dollar amount that pertains to that assistance category; however, one investigation can encompass multiple categories. For example, if an investigation for a case with both TANF and SNAP components was completed and resulted in a referral for prosecution, it would be recorded in both the TANF and SNAP columns for that item even though it is technically a single case. The dollar values for Program Dollars must also be calculated and recorded separately for the cash and SNAP components of the case. If an item does not apply to your district for the reporting period, enter a zero for that item.

- Eligibility Fraud - Investigated individual(s) suspected of intentionally making a false or misleading statement, or misrepresenting, concealing or withholding facts at application, required reporting, or recertification period with the intent to influence a SNAP eligibility determination
- Trafficking - Investigated individual(s) was/is suspected of trafficking SNAP benefits

(1) Cases Referred for Investigation – Enter the number of cases in each assistance category/investigation type that were referred for investigation during the reporting period in which there was suspicion of an act of IPV. This includes cases that were referred prior to an initial application eligibility determination where the investigation was not completed before the eligibility determination, and all other cases referred for investigation during the reporting period.

(2a) Investigations Completed: Negative – Enter the number of cases in each assistance category/investigation type for which an investigation was completed before the end of the reporting period and did not result in a reduction or denial of benefits. This includes

investigations where allegations or suspicions were not corroborated, allegations or suspicions were corroborated, but did not impact eligibility or benefit allotment, and investigations that were canceled or suspended without a final determination of guilt. For SNAP trafficking investigations, enter the number of cases for which an investigation was completed before the end of the reporting period and did not result in a referral for an ADH or for Prosecution.

- (2b) Investigations Completed: Positive - no IPV Referral – Enter the number of cases in each assistance category/investigation type for which an investigation was completed before the end of the reporting period and resulted in a reduction or denial of benefits but not a referral for an Administrative Disqualification Hearing (ADH) or for prosecution. This includes both investigations completed before certification that affect the final determination of eligibility or benefit allotment, and investigations completed after certification that affect ongoing eligibility or benefit allotment. Note: This item is not applicable for SNAP trafficking investigations.
- (2c) Investigations Completed: Positive - with IPV Referral – Enter the number of cases in each assistance category/investigation type for which an investigation was completed before the end of the reporting period *and referred* for an Administrative Disqualification Hearing (ADH) or for prosecution.
- (3) Average Length of Investigation (Days) – Enter the average length in days of all completed investigations in each assistance category/investigation type. For each investigation, determine the total days from the day a case was referred for investigation to the day the investigation was completed or canceled. Sum together the individual investigation lengths and divide by the total number of cases reported for Items 2a, 2b, and 2c.
- (4) Referred for Prosecution – Enter the number of cases in each assistance category/investigation type referred for civil or criminal prosecution during the reporting period.
- (4a) Cases Pursued – Enter the number of cases in each assistance category/investigation type referred for prosecution which were then accepted by the prosecutor during the reporting period. This includes cases that were accepted for prosecution and then recommended to be adjudicated through the use of a Disqualification Consent Agreement (DCA).
- (4b) Prosecution: Convicted – Enter the number of cases in each assistance category/investigation type in which an individual was found guilty of committing an IPV by the court during the reporting period.
- (4b.1) Program Dollars – In the appropriate assistance category/investigation type, enter the total repayment amount for each conviction as determined by the court decision.

- (4c) Prosecution: Signed DCA – Enter the number of cases in each assistance category/investigation type in which an individual signed a Disqualification Consent Agreement (DCA) during the reporting period.
- (4c.1) Program Dollars – In the appropriate assistance category/investigation type, enter the total repayment amount for each case as determined by the DCA.
- (4d) Prosecution: Acquitted – Enter the number of cases in each assistance category/investigation type in which an individual was found not guilty of committing an IPV by the court during the reporting period.
- (5) Average Length of Prosecution (Days) – Enter the average length in days of all concluded prosecutions in each assistance category/investigation type. For each prosecution, determine the total days from the day a case was referred for prosecution to the day the prosecution was concluded. Sum together the individual prosecution lengths and divide by the total number of cases reported for Items 4b, 4c, and 4d. A prosecution is considered to be concluded on the day of conviction, the day of acquittal, the day a DCA is signed, an agreement with the court is reached, adjudication is initially deferred, or a similar resolution is reached.
- (6) Referred for ADH – Enter the number of cases in each assistance category/investigation type referred for an ADH during the reporting period.
- (6a) ADH: Affirmed – Enter the number of cases in each assistance category/investigation type for which the hearing officer affirmed the agency’s suspicion of an IPV during the reporting period.
- (6a.1) Program Dollars – In the appropriate assistance category/investigation type, enter the repayment amount for each affirmed ADH as determined by the hearing decision.
- (6b) ADH: Signed Waiver – Enter the number of cases in each assistance category/investigation type in which an individual was disqualified by signing a Waiver of Right to an ADH during the reporting period.
- (6b.1) Program Dollars – In the appropriate assistance category/investigation type, enter the repayment amount for each case as determined by the Waiver of Right to an ADH.
- (6c) ADH: Not Affirmed – Enter the number of cases in each assistance category/investigation type in which the hearing officer did not affirm the agency’s suspicion of an IPV during the reporting period.
- (7) Investigations Pending – Enter the number of cases in each assistance category/investigation type that remain ongoing or unresolved by the end of the reporting period.