



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

SAMUEL D. ROBERTS  
Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	17-LCM-02-T
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	A&QI
<b>Date:</b>	April 6, 2017
<b>Subject:</b>	Electronic Disqualified Recipient System (eDRS) Web Service for IPV Submission
<b>Contact Person(s):</b>	Primary: Rebecca Lynch (518) 402-0013 Secondary: Rebecca Schoonmaker (518) 402-0118
<b>Attachments:</b>	<a href="#">Attachment 1: WMS SNAP IPV Submission Guide</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides instructions regarding the new submission process of all Supplemental Nutrition Assistance Program (SNAP) Intentional Program Violations (IPVs) through the Welfare Management System (WMS). OTDA will now use this process to upload all SNAP IPVs via a web service to the federally maintained Electronic Disqualified Recipient System (eDRS). This process will take effect immediately. Please refer to the attached user manual that provides additional information concerning the submission process and highlights changes to WMS. It also includes screenshots and instructions on how to navigate through the new screens.

#### II. Background

The United States Department of Agriculture (USDA) requires that all state agencies upload all SNAP IPV sanctions to the eDRS database which is maintained by USDA's Food and Nutrition Services (FNS). Currently sanctioned individuals are ineligible to participate in SNAP until such a time that their sanction period expires.

### III. Program Implications

An Intentional Program Violation (IPV) is imposed when it has been determined an individual or household has misused benefits or fraudulently received benefits to which they were not entitled. A detailed definition of a Supplemental Nutrition Assistance Program (SNAP) IPV is located in Federal Regulation 7 CFR 273.16(c) Disqualification for Intentional Program Violation.

In accordance with Federal Regulation 7 CFR 273.16(i), State agencies must report information concerning individuals who are disqualified for committing a SNAP IPV and must submit that information to USDA-FNS (Food and Nutrition Service) no more than 30 days after the date the disqualification took effect. The regulation requires that all SNAP IPV sanctions are uploaded to the eDRS database, which is maintained by FNS. These IPV records were previously reported by each local social services district by securely emailing a Monthly IPV Report submission form to the Bureau of Audit and Quality Improvement (A&QI) within the Office of Temporary Disability Assistance.

To make the process of reporting SNAP IPV's more accurate and efficient, the IPV disqualification information must now be entered directly into the New York State Welfare Management System (WMS). Each SNAP IPV will be input and recorded in WMS and then automatically uploaded through a web service to the Electronic Disqualified Recipient System (eDRS). *\*\*\*Note: This process only pertains to SNAP IPV's at this time. Temporary Assistance IPV's must still be reported using the Monthly IPV Report submission form.*

The Individual Reason Code for the IPV must still be entered into WMS using the existing process. Submitting the disqualification information alone is not sufficient to implement the sanction for the individual in WMS.

Any modifications to a disqualification record must be entered by A&QI's Central Office. This would include any changes regarding the details of the disqualification (i.e. penalty duration, start date, etc.) or any changes regarding demographic details for the individual (i.e. DOB, spelling of name, etc.), as well as any disqualification records that need to be deleted from eDRS completely. The process for submitting changes and deletions will remain the same as the current process, using the Monthly IPV Report form.

Workers who need to access the necessary screens to submit SNAP IPV disqualification information must contact their district Terminal Transaction Security System (TTSS) Coordinator to obtain rights. The TTSS function for IPV submission will be 0183.

In the event of a prolonged system outage or other technical issues with the web service, a GIS notice will be sent to notify users.

For further questions, please contact Rebecca Lynch at [Rebecca.Lynch@otda.ny.gov](mailto:Rebecca.Lynch@otda.ny.gov) or (518) 402-0013.

**Issued By**

**Name: Kevin Kehmna**

**Title: Director**

**Division/Office: OTDA/A&QI**