

## **.01 IPV - Administrative Disqualification Procedures - Local Office Responsibilities**

REVISION 20  
(04/01/12 - 06/30/12)

The local office has several responsibilities regarding [Intentional Program Violation](#) (IPV) administrative disqualifications.

The EI must ensure the PI or representative understands the disqualification procedures each time they apply for benefits and at each renewal.

The local office representative or the Region Hearing Coordinator who attends NA administrative disqualification hearings must take the NA [Waiver of the Right to an Administrative Disqualification Hearing](#) (OARC1) form to the hearing. This is in the event the participant decides to waive the [disqualification hearing](#) at the time of the hearing. When the waiver is obtained at the hearing send a copy to OARC. (See [OARC Collections Address](#))

NON-CLERICAL staff performs the following duties when requested by the Office of Accounts Receivable and Collections (OARC):

- Indicate IPV on the outside of the [case file\(g\)](#) for participants who have been found to have committed an IPV.
- Document the months of the disqualification period in the case file.
- Discuss any factor of disqualification or overpayment collection with budgetary unit participants that have questions.
- Compute the disqualification budget when a participant must be disqualified for an IPV and notify OARC of the new benefit amount. Complete the following to compute the disqualification budget:  
Key DF in the PT field on SEPA next to the disqualified participant.

Key the following codes on PRAP, as applicable:

- V1 for the first IPV
  - V2 for the second IPV
  - V3 for the third and all subsequent IPVs
  - C1 for the first violation of trading NA for controlled substances
  - C2 for the second violation of trading NA for controlled substances
  - FT for trafficking NA benefits of \$500 or more
  - NA for giving fraudulent statements to receive simultaneous benefits.
- Document the disqualification by keying the following information on DISA:
    - The consecutive IPV number in the IPV NBR field
    - The disqualification start month (MMYY) in the IPV START DT field
    - The length of the disqualification in the DISQ PERIOD (IN MONTHS) field
  - Set an alert on EWAL to send a change report to the PI prior to the end of the disqualification period.