

.18 Crossmatch Report - Not the Only Participant in the Budgetary Unit

The participant may NOT be the only participant in the budgetary unit. When this occurs, take action to DISQUALIFY the participant when either of the following occurs:

- The participant FAILS to respond to the notice
- The participant CONFIRMS the information on the crossmatch report

Complete the following on **SEPA** to disqualify the participant:

- Key the following in the PT field:
For CA key DI
For FS key DF
- Key one of the following in the INELIG RSN field:
FD ([Felony Drug Conviction Report](#))
FF ([Fleeing Felon Report](#))
FW ([Felony Warrant Report](#))
RJ ([Jail Inmate Report](#))
- Send the appropriate notice to inform the **PI** of the change in benefits.
- Document **CADO** with the outcome of ALL actions taken.

Using the conviction information noted on the crossmatch report, key the following on the [C200 notice](#):

- Name of the participant
- Offense
- Date offense committed
- Date convicted
- Court case number

Complete Section A of the OSI-002 form, and return to the [Internal Operations Unit](#) Manager.

Write an [Overpayment Referral](#) when **FAA** FAILED to remove the participant in a timely manner.

Complete the following when the participant IS NOT the ONLY participant in the budgetary unit and the participant DENIES the information on the crossmatch report:

- Contact the Internal Operations Unit Manager to resolve conflict with the Office of Special Investigations (OSI).
- Document **CADO** with the outcome of ALL actions taken.
- Take no further action until the issue is resolved.