

## **.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 NA 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.

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.