

.01 IPV - Administrative Disqualification Procedures - Local Office Responsibilities

The responsibilities of the local office regarding [Intentional Program Violation](#) (IPV) administrative disqualification procedures are as follows:

- The EI must ensure the PI or representative understands the [IPV disqualification penalty period](#) warning on the application each time they apply for benefits and at each renewal.
- The overpayment writer must determine when an overpayment is a potential IPV.
- NON-CLERICAL staff perform 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.

Set an alert on EWAL to send a change report to the PI prior to the end of the disqualification period.

NOTE The local office representative or the Region Hearing Coordinator who attends NA administrative disqualification hearings 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. Should the Waiver be obtained, send a copy to OARC. (See [OARC Collections Address](#))