

.05 Crossmatch Report Procedures

When the participant FAILS to respond to the REQUEST VERIFICATION OF DRUG CONVICTION (C020) notice or the information on the crossmatch report is confirmed and there is only one budgetary unit participant, complete the following:

- Close the case for the first month possible allowing for [NOAA](#).
- Key one of the following applicable Denial or Closure Reason Codes on [AFED](#) or [FSED](#):
FD ([Felony Drug Conviction Report](#))
FF ([Fleeing Felon Report](#))
FW ([Felony Warrant Report](#))
RJ ([Jail Inmate Report](#))
- Complete Section A of the OSI-002 form and return the form via e-mail to [Research and Analysis](#).
- Write an [Overpayment Referral](#) when [FAA](#) FAILED to stop the benefits in a timely manner.
- Document [CADO](#) with the outcome of ALL actions taken.

When the information on the Crossmatch Report is confirmed and the participant on the Crossmatch Report is NOT the only participant in the budgetary unit, complete the following for the disqualified participant:

- Key the following in the PT field on SEPA:
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.
- Write an Overpayment Referral when [FAA](#) FAILED to reduce the benefits in a timely manner.

- Document CADO or the CADO Extension Form (CEF) with the outcome of ALL actions taken.

[For MA after 2013](#)
[See the EPM](#)

- When the disqualified participant is also the PI, determine whether the following policy applies:

[CA - CA EBT Alternate Card Holder](#)

[NA - Emergency Representative](#)

[MA - MA Emergency Representative](#)

Complete the following when the participant DENIES the convictions:

- Contact the [Policy Support Team](#) (PST) via e-mail to resolve any discrepancies.
- PST contacts the Office of Special Investigations (OSI) for assistance when needed.
- Document CADO or the CEF.
- Take no further action until the issue is resolved.