

## .01 IPV-Administrative Disqualification Procedures - FAA Responsibilities

**REVISION 48**  
(01/01/20 - 12/31/20)

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

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

For in-person hearings, the FAA representative, the Region Appeal Coordinator, or the designated representative who attends the NA administrative disqualification appeal must take the NA [Waiver of the Right to an Administrative Disqualification Appeal](#) (OARC1) form to the appeal. This is in the event the participant decides to waive the [disqualification appeal](#) hearing at the time of the appeal. When the waiver is obtained at the appeal, FAA must send a copy to the Office of Accounts Receivable and Collections (OARC). (See [OARC Collections Address](#))

FAA must honor sanctions imposed against an applicant or participant by the agency of another state that administers the NA program. FAA must consider prior violations committed in another state when determining the appropriate sanction.

Appeals Processing Unit (APU) staff performs the following duties when requested by OARC:

- Document the months of the disqualification period in the case file.
- Discuss any factor of disqualification or overpayment collection with household 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 when not already keyed:

- V1 for the first IPV
- V2 for the second IPV
- V3 for the third and all subsequent IPVs
- 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

NOTE Do not allow earned income deductions when budgeting earned income for an OP that is a result of the household failing to report and verify earnings timely. This occurs when a change in income, that is a mandatory part of the change reporting requirements, is not reported. A hand budget must be used. (See [Computing the Overpayment](#))