

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 15, 2002

ALL COUNTY LETTER NO. 02-60

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHIEF WELFARE FRAUD INVESTIGATORS
ALL DISTRICT ATTORNEYS

SUBJECT: FRAUD INVESTIGATION ACTIVITY REPORT [DPA 266 (7/02)]

REFERENCE: ALL COUNTY LETTER 01-51, DATED JULY 30, 2001

The purpose of this letter is to transmit the revised Fraud Investigation Activity Report (DPA 266) form and instructions. Minor changes have been made to the instructions to add clarification to some of the column and item instructions. The form has not been changed, except to add cell reference numbers in the data cells.

The most significant content change is a revision to a column instruction. Effective with the July 2002 report month, **Foster Care** cases are to be reported in the **All Other Programs Column (5)** instead of in the CalWORKs Column (1).

Enclosed are copies of the form and instructions. Additionally, the form and instructions are available on the California Department of Social Services (CDSS) Research and Development Division (RADD) web site located at: <http://www.dss.cahwnet.gov/research>. This monthly report continues to be due on the 12th working day of the month following the report month. Therefore, the first revised report, July 2002, is due on or before August 16, 2002. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

ALL COUNTY WELFARE DIRECTORS

Page Two

If you have questions regarding completion of this form, please contact LeeAnn DeSalles of the Data Systems and Survey Design Bureau at (916) 651-8269. Program related questions should be directed to your Fraud Bureau program analyst, Patricia Echevarria, at (916) 263-5730.

Sincerely,

***Original Document Signed By
Lois VanBeers on 8/15/02***

LOIS VANBEERS
Deputy Director
Research and Development Division

Enclosures

Fraud Investigation Activity Report

Send one copy to:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

| County Name | County # | For Month Ending (Month, Day, Year) | | | | |
|---|----------|-------------------------------------|-----------------------|-----------------------|-----------------------------|---------------------------|
| Part A. Investigation Activity | | CalWORKs (1) | PA Food Stamps (2) | NA Food Stamps (3) | Total (1 + 2 + 3) (4) | All Other Programs (5) |
| Section I. Investigation Requests | | | | | | |
| 1. Total requests received during month..... | 1 | 2 | 3 | 4 | 5 | |
| 2. Total requests rejected during month..... | 6 | 7 | 8 | 9 | 10 | |
| 3. Total requests accepted during month [Sum 3a thru 3r]..... | 11 | 12 | 13 | 14 | 15 | |
| a. Early Fraud Prevention/Detection (EFP/D)..... | 16 | 17 | 18 | 19 | 20 | |
| b. Income and Eligibility Verification System (IEVS)..... | 21 | 22 | 23 | 24 | 25 | |
| c. Other unreported income..... | 26 | 27 | 28 | 29 | 30 | |
| d. Homeless assistance..... | 31 | | | 32 | 33 | |
| e. Unreported resources/assets..... | 34 | 35 | 36 | 37 | 38 | |
| f. Family (household) composition..... | 39 | 40 | 41 | 42 | 43 | |
| g. Duplicate/replaced warrants/lost Food Stamps..... | 44 | 45 | 46 | 47 | 48 | |
| h. Duplicate (multiple) aid..... | 49 | 50 | 51 | 52 | 53 | |
| i. Forgery..... | 54 | 55 | 56 | 57 | 58 | |
| j. Residence..... | 59 | 60 | 61 | 62 | 63 | |
| k. Fictitious identity..... | 64 | 65 | 66 | 67 | 68 | |
| l. Food Stamp trafficking..... | | 69 | 70 | 71 | | |
| m. Internal affairs..... | 72 | 73 | 74 | 75 | 76 | |
| n. Child Care..... | 77 | 78 | 79 | 80 | 81 | |
| o. Drug Felon..... | 82 | 83 | 84 | 85 | 86 | |
| p. Fleeing Felon..... | 87 | 88 | 89 | 90 | 91 | |
| q. Probation/Parole Violators..... | 92 | 93 | 94 | 95 | 96 | |
| r. Other..... | 97 | 98 | 99 | 100 | 101 | |
| Section II. Investigation Caseload | | | | | | |
| 4. Investigations pending beginning this month [Item 7 last month, or explain in Part G. Comments]..... | 102 | 103 | 104 | 105 | 106 | |
| 5. Total investigations available during month [Item 3 plus Item 4]..... | 107 | 108 | 109 | 110 | 111 | |
| 6. Total investigations completed during month [Item 6a plus 6b]..... | 112 | 113 | 114 | 115 | 116 | |
| a. Evidence sufficient to support allegation of fraud [a1) plus a2)]. | 117 | 118 | 119 | 120 | 121 | |
| 1) Cases referred for prosecution..... | 122 | 123 | 124 | 125 | 126 | |
| 2) Cases not referred for prosecution..... | 127 | 128 | 129 | 130 | 131 | |
| b. Evidence not sufficient to support an allegation of fraud..... | 132 | 133 | 134 | 135 | 136 | |
| 7. Investigations pending at end of month (Item 5 minus Item 6)..... | 137 | 138 | 139 | 140 | 141 | |

| County Name | County # | For Month Ending (Month, Day, Year) | | | | |
|---|----------|-------------------------------------|-----------------------|-----------------------|-----------------------------|---------------------------|
| Section III. Investigation Results | | CalWORKs (1) | PA Food Stamps (2) | NA Food Stamps (3) | Total (1 + 2 + 3) (4) | All Other Programs (5) |
| 8. Denials (Early Fraud)..... | 142 | 143 | 144 | 145 | 146 | |
| 9. Benefits reduced (Early Fraud)..... | 147 | 148 | 149 | 150 | 151 | |
| 10. Discontinuances (Early Fraud)..... | 152 | 153 | 154 | 155 | 156 | |
| 11. Referred for prosecution..... | 157 | 158 | 159 | 160 | 161 | |
| 12. Referred to Administrative Disqualification Hearing (ADH)..... | 162 | 163 | 164 | 165 | 166 | |
| 13. Restitution action..... | 167 | 168 | 169 | 170 | 171 | |
| 14. Benefits reduced (not Early Fraud)..... | 172 | 173 | 174 | 175 | 176 | |
| 15. Benefits discontinued (not Early Fraud)..... | 177 | 178 | 179 | 180 | 181 | |
| 16. Fraud found, no adverse financial impact..... | 182 | 183 | 184 | 185 | 186 | |
| 17. Allegation unfounded..... | 187 | 188 | 189 | 190 | 191 | |
| 18. Insufficient evidence..... | 192 | 193 | 194 | 195 | 196 | |
| 19. Expiration of statutes..... | 197 | 198 | 199 | 200 | 201 | |
| 20. Other..... | 202 | 203 | 204 | 205 | 206 | |
| Section IV. Overpayments | | | | | | |
| 21. Total fraud overpayments/issuances identified (dollar amounts)..... | 207 | 208 | 209 | 210 | 211 | |
| | \$ | \$ | \$ | \$ | \$ | |
| 22. Fines/forfeitures (dollar amounts)..... | | | | 212 | | |
| | | | | \$ | | |
| Part B. Prosecution Activity | | | | | | |
| Section I. Prosecution Activity | | | | | | |
| 23. Referrals pending beginning of month [Item 27 last month, or explain in Part G. Comments]..... | 213 | 214 | 215 | 216 | 217 | |
| 24. Referrals received during month..... | 218 | 219 | 220 | 221 | 222 | |
| 25. Total referrals available during month [Item 23 plus Item 24]..... | 223 | 224 | 225 | 226 | 227 | |
| 26. Total referrals processed during month [Sum 26a plus 26b]..... | 228 | 229 | 230 | 231 | 232 | |
| a. Prosecutions filed..... | 233 | 234 | 235 | 236 | 237 | |
| b. Decision made to not prosecute..... | 238 | 239 | 240 | 241 | 242 | |
| 27. Referrals pending end of month [Item 25 minus Item 26]..... | 243 | 244 | 245 | 246 | 247 | |
| Section II. Prosecution Outcomes | | | | | | |
| 28. Convictions..... | 248 | 249 | 250 | 251 | 252 | |
| 29. Administrative action..... | 253 | 254 | 255 | 256 | 257 | |
| 30. Disqualification Consent Agreements (DCA)..... | 258 | 259 | 260 | 261 | 262 | |
| 31. Charge pleaded..... | 263 | 264 | 265 | 266 | 267 | |
| 32. Dismissals..... | 268 | 269 | 270 | 271 | 272 | |
| 33. Acquittals..... | 273 | 274 | 275 | 276 | 277 | |
| 34. Declinations..... | 278 | 279 | 280 | 281 | 282 | |
| 35. Expiration of statutes..... | 283 | 284 | 285 | 286 | 287 | |
| 36. Other..... | 288 | 289 | 290 | 291 | 292 | |

| | | | | | |
|---|-----------------|-------------------------------------|--------------------------|-----------------------------|------------------------------|
| County Name | County # | For Month Ending (Month, Day, Year) | | | |
| Part C. Administrative Disqualification Hearing Activity | CalWORKs (1) | PA Food Stamps (2) | NA Food Stamps (3) | Total (1 + 2 + 3) (4) | All Other Programs (5) |
| 37. Referred for Administrative Disqualification Hearing (ADH)..... | 293 | 294 | 295 | 296 | 297 |
| 38. Waivers..... | 298 | 299 | 300 | 301 | 302 |
| 39. Upheld convictions..... | 303 | 304 | 305 | 306 | 307 |
| 40. Acquittals..... | 308 | 309 | 310 | 311 | 312 |
| 41. Decisions pending..... | 313 | 314 | 315 | 316 | 317 |
| 42. Program dollars..... | 318 | 319 | 320 | 321 | 322 |
| | \$ | \$ | \$ | \$ | \$ |
| Part D. Persons Disqualified | | | | | |
| 43. During month as a result of court prosecutions..... | 323 | 324 | 325 | 326 | 327 |
| 44. Administrative Hearing Disqualifications..... | 328 | 329 | 330 | 331 | 332 |
| Part E. Collections | | | | | |
| 45. Total collected during prior month (dollar amounts)..... | 333 | 334 | 335 | 336 | 337 |
| | \$ | \$ | \$ | \$ | \$ |
| Part F. Computer Match Activity | | | | | |
| Section I. Matches Received | | | | | |
| 46. California Youth Authority..... | 328 | 329 | 340 | 341 | 342 |
| 47. Jail Reporting System..... | 343 | 344 | 345 | 346 | 347 |
| 48. Fleeing Felon..... | 348 | 349 | 350 | 351 | 352 |
| 49. Reserved..... | | | | | |
| Section II. Results: Benefits Reduced | | | | | |
| 50. California Youth Authority..... | 353 | 354 | 355 | 356 | 357 |
| 51. Jail Reporting System..... | 358 | 359 | 360 | 361 | 362 |
| 52. Fleeing Felon..... | 363 | 364 | 365 | 366 | 367 |
| 53. Reserved..... | | | | | |
| Section III. Results: Discontinuances | | | | | |
| 54. California Youth Authority..... | 368 | 369 | 370 | 371 | 372 |
| 55. Jail Reporting System..... | 373 | 374 | 375 | 376 | 377 |
| 56. Fleeing Felon..... | 378 | 379 | 380 | 381 | 382 |
| 57. Reserved..... | | | | | |
| Part G. Comments | | | | | |
| | | | | | |
| Person to contact regarding this report: Name | | Telephone: () | | Date report completed: | |
| Title | | Fax: () | | | |

**FRAUD INVESTIGATION ACTIVITY REPORT
DPA 266 (7/02)****INSTRUCTIONS****CONTENT**

The monthly DPA 266 report contains statistical information on cases where reasonable grounds to suspect fraud have resulted in a request for investigation to the Special Investigative Unit (SIU) or the person designated to coordinate such referrals with the District Attorney (DA) or prosecuting authority, as well as cases independently acted upon by Investigating Units. The DPA 266 covers case investigations in all California Work Opportunity and Responsibility to Kids (CalWORKs) cases, including those cases in the Two Parent separate state program; Public Assistance (PA) and Nonassistance (NA) Food Stamps; and other aid programs. The form provides data on requests for investigation; disposition of investigations by County Welfare Departments (CWDs) and County DAs; fraud overpayments/overissuances identified and collected; dollar amounts of fines and forfeitures imposed; criminal complaints filed by prosecutors; and cases referred for Administrative Disqualification Hearings (ADH) and their dispositions.

PURPOSE

The DPA 266 provides the California Department of Social Services (CDSS) with welfare fraud investigation and prosecution activity information. In California these activities are conducted by CWDs, Sheriffs Offices and County DAs. To measure these efforts, the DPA 266 displays the amount of activity in each county's operation unit and is used to (a) evaluate the effectiveness of fraud prevention/detection programs; (b) evaluate the effectiveness of local agencies in applying fraud prevention/detection policies; and (c) plan with local agencies on any needed changes.

Information collected on the DPA 266 is used to prepare the federally required annual United States Department of Agriculture (USDA) Program and Budget Summary Statement Part B - Program Activity Statement (FNS 366B). In addition, this data is used in the CDSS Fraud Investigation Report, published quarterly, and other special reports for CDSS administration and the State Legislature. The DPA 266 also provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The CWD is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 12th working day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the CDSS Research and Development Division (RADD) web site at: <http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

COLUMN INSTRUCTIONS

Part A, Sections I and II: When reporting suspected fraud for a combined aid case (i.e. CalWORKs/PAFS case), report one case in each affected aid category. See Section I and II instructions for further details.

Part A, Section III: This section tracks the results of cases in Section II; however, the numbers will not necessarily be the same. A completed investigation may result in fraud being identified in multiple aid categories. These are not always the same categories that were originally identified when cases were accepted as investigation requests. See instructions in Section III for further details.

CalWORKs, Column (1): Report activity for all CalWORKs cases, including those cases in the state funded Two Parent separate state program. In those instances where the suspected fraud affects both a CalWORKs cash grant case and a Food Stamp case, the activity shall be reported as one case in each aid category.

PA Food Stamps, Column (2): Report activity on federal-only or combined federal/state Food Stamp cases where the suspected fraud affects Public Assistance (PA) Food Stamps. If the suspected fraud affects a case in another program, the activity shall be reported as one case in each aid category. Activity in California Food Assistance Program (CFAP) only cases should NOT be reported here, but reported instead in Column (5) All Other Programs.

NA Food Stamps, Column (3): Report activity on federal-only or combined federal/state Food Stamp cases where the suspected fraud affects Nonassistance (NA) Food Stamps. If the suspected fraud affects a case in another program, the activity shall be reported as one case in each aid category. Activity in California Food Assistance Program (CFAP) only cases should NOT be reported here, but reported instead in Column (5) All Other Programs.

Total, Column (4): Enter the sum of columns (1), (2), and (3) for each item for Parts A through F or explain in Part G. Comments.

All Other Programs, Column (5): Report activity on investigations into any other aid programs including, but not limited to: Foster Care, CFAP-only, General Relief, Supplemental Security Income/State Supplemental Payment (SSI/SSP), Special Circumstances, Interim Assistance, In-Home Supportive Services and Guide Dog Allowance. In those instances where the suspected fraud affects another program and Food Stamps or CalWORKs, report one case in each aid category. All entries in this column must be explained in Part G. Comments.

Effective July 2001 CFAP cases are reported in Column (5) All Other Programs. Foster Care cases are to be reported in Column (5) All Other Programs effective with the **July 2002** report month.

ITEM INSTRUCTIONS**Part A. Investigation Activity**

This part of the report provides information on requests for investigation. An allegation of fraud is not a request for investigation until an authorized official accepts the request with the intent of assigning it for investigative activity. Do not include match processing activity, clearing a case through the Department of Justice, or preliminary review prior to requesting an investigation.

Part A, Section I. Investigation Requests

This section provides information on the volume of requests for investigation received, rejected or accepted. It provides data for the FNS 366B, a required Food Stamp federal report.

1. Total requests received during month: Enter the total number of requests for investigation received during the report month for each aid program. For example, an investigation into a case with CalWORKs and PA Food Stamps will be counted as one case in Column (1) and one case in Column (2). *[Cells 1-5]*
2. Total requests rejected during month: Enter the total number of requests for investigation that were rejected during the report month. “Rejected” means that the request was received, reviewed, and will not be assigned for investigation. *[Cells 6-10]*
3. Total requests accepted during month (Sum 3a thru 3r): Enter the total number of requests for investigation that were accepted during the report month. “Accepted” means those requests that are retained in the SIU or its equivalent with the intent of assignment for investigative activity. *[Cells 11-15]*

Sub-items 3a through 3r break out the total investigation requests by primary element of fraud. Multiple element requests shall be **counted only once** and should be coded by the element potentially causing the largest overpayment/overissuance. Elements affecting eligibility receive priority over elements affecting grant levels.

- a. Early Fraud Prevention/Detection (EFP/D): Enter the total number of requests during the report month to the Early Fraud Prevention/Detection program. Include those for both investigator and eligibility worker (EW) staffed EFP/D programs. *[Cells 16-20]*
- b. Income and Eligibility Verification System (IEVS): Enter the total number of requests during the report month to the SIU emanating from an IEVS 155 or equivalent documents. Include requests from other automated matches such as Payment Verification System (PVS), Franchise Tax Board (FTB), Internal Revenue Service (IRS), etc. *[Cells 21-25]*
- c. Other unreported income: Enter the total number of unreported income requests during the report month not initiated by IEVS. *[Cells 26-30]*
- d. Homeless assistance: Enter the total number of requests during the report month based on false claims of homelessness. *[Cells 31-33]*
- e. Unreported resources/assets: Enter the total number of non-IEVS requests during the report month concerning concealed or misreported assets/resources, such as real/personal property, bank resources, cash, stocks, bonds, vehicles, etc. *[Cells 34-38]*

ITEM INSTRUCTIONS CONTINUED**Part A, Section I. Investigation Requests (Continued)**

- f. Family (household) composition: Enter the total number of requests during the report month based on allegations that the Assistance Unit (household) members are not in the home or are in the home but not eligible for inclusion in the grant. For example, a CalWORKs child is not in the home or not a full-time student or the household is receiving Food Stamps for three when the Food Stamp household is two. Requests alleging the absent parent is in the home should also be reported under this category. *[Cells 39-43]*
- g. Duplicate/replaced warrants/lost Food Stamps: Enter the total number of requests during the report month based on duplicate/replaced warrants and/or lost Food Stamp coupons or Electronic Benefit Transfer (EBT) cards. *[Cells 44-48]*
- h. Duplicate (multiple) aid: Enter the total number of requests during the report month for an investigation alleging that an individual, or groups of individuals, are receiving aid under two or more case numbers, in one or more districts, counties and/or states. This includes any requests resulting from the Statewide Fingerprint Imaging System (SFIS). *[Cells 49-53]*
- i. Forgery: Enter the total number of forgery investigation reports during the report month. *[Cells 54-58]*
- j. Residence: Enter the total number of requests during the report month based on false residency. *[Cells 59-63]*
- k. Fictitious identity: Enter the total number of requests during the report month based on fictitious identity. *[Cells 64-68]*
- l. Food Stamp trafficking: Enter the total number of requests during the report month alleging the illegal sale, purchase or bartering of Authorization to Participate (ATP) cards/Food Stamp coupons or EBT cards. *[Cells 69-71]*
- m. Internal affairs: Enter the total number of internal affairs investigation requests during the report month. If you are able to link the investigation to a specific program, report it in the applicable program. If not, report it in Column (5) All Other Programs. *[Cells 72-76]*
- n. Child Care: Enter the total number of child care investigation requests during the report month. *[Cells 77-81]*
- o. Drug Felon: Enter the total number of drug felon investigation requests during the report month. *[Cells 82-86]*
- p. Fleeing Felon: Enter the total number of investigation requests during the report month emanating from a fleeing felon match, self declaration, or other sources alleging these violations. *[Cells 87-91]*
- q. Probation/Parole Violators: Enter the total number of probation/parole violator investigation requests during the report month emanating from a fleeing felon match, self-declaration, or other sources. *[Cells 92-96]*
- r. Other: Enter the total number of other requests during the report month. Explain the allegations in Part G. Comments. Cases alleging that the deprivation or incapacity does not exist should be reported here. *[Cells 97-101]*

ITEM INSTRUCTIONS CONTINUED**Part A, Section II. Investigation Caseload**

This section provides information on the volume of investigations available and completed and provides required data for the FNS 366B, a required Food Stamp federal report.

4. Investigations pending beginning this month (Item 7 last month, or explain in Part G. Comments): Enter the total number of accepted investigations pending from the prior month. This item should agree with Item 7, Investigations pending at end of month of the prior month's report. If not, enter the correct data here and provide the reason for the adjustment in Part G. Comments. *[Cells 102-106]*
5. Total investigations available during month (Item 3 plus Item 4): Enter the sum of Item 3 plus Item 4. *[Cells 107-111]*
6. Total Investigations completed during month (Item 6a plus 6b): Enter the total number of investigations completed during the report month. This is the sum of Item 6a and Item 6b. *[Cells 112-116]*
 - a. Evidence sufficient to support an allegation of fraud [a1) plus a2]): Enter the number of **cases** during the report month for which there was sufficient evidence to support a question of fraud. This is the sum of Item 6a1) and Item 6a2). Since multiple dispositions will not be reported in this section, the numbers will not be the same as in Part A, Section III, Investigation Results. For example, one or more entries in Section III, Items 8 -16 will result in one case count in this item. *[Cells 117-121]*
 - 1) Cases referred for prosecution: Enter the total number of **cases** during the report month referred to the agency empowered to prosecute. Report Disqualification Consent Agreements (DCAs) here. This number should be the same as the number in Item 11, Referred for prosecution. *[Cells 122-126]*
 - 2) Cases not referred for prosecution: Enter the number of **cases** during the report month **not** referred to the agency empowered to prosecute. A **case** should be reported here if it was reported as a disposition in Items 8 - 10 and 12 - 16. *[Cells 127-131]*
 - b. Evidence not sufficient to support an allegation of fraud: Enter the total number of **cases** during the report month for which a decision was made that the evidence was insufficient to support a question of fraud. This number should be the same as the total of Items 17, 18 and 19. *[Cells 132-136]*
7. Investigations pending at end of month (Item 5 minus Item 6): Enter the total number of investigations pending at the end of the report month. *[Cells 137-141]*

Part A, Section III. Investigation Results

Report the results of all SIU investigations closed during the report month. This section tracks the results of the cases in Section II. However, the numbers in Section III will not be the same as the numbers in Section II, as a case in Section II may have multiple results in Section III. Example: A case resulting in a restitution action, and in which benefits are reduced, would be reported in Item 13, Restitution action and Item 9, Benefits reduced (Early Fraud) or Item 14, Benefits reduced (not Early Fraud).

ITEM INSTRUCTIONS CONTINUED**Part A, Section III. Investigation Results (Continued)**

8. Denials (Early Fraud): Enter the total number of completed Early Fraud investigations during the report month (by an investigator or an EFP/D EW) resulting in a denial of the application. In these cases, no benefits have been issued. *[Cells 142-146]*
9. Benefits reduced (Early Fraud): Enter the total number of completed Early Fraud investigations during the report month (by an investigator or an EFP/D EW) resulting in a reduction of benefits. Example: The investigation determined that the AU (household) was two not three because a child was not living in the home. *[Cells 147-151]*
10. Discontinuances (Early Fraud): Enter the total number of completed Early Fraud investigations during the report month (by an investigator or an EFP/D EW) resulting in a discontinuance of benefits. These occur, particularly in the Homeless Assistance, Emergency Assistance, and Expedited Food Stamp programs, when an entitlement is issued prior to completion of the Early Fraud investigation. *[Cells 152-156]*
11. Referred for prosecution: Enter the total number of cases during the report month referred to the agency empowered to prosecute. This number should be the same as the number in Part A, Section II, Item 6a1), Cases referred for prosecution. *[Cells 157-161]*
12. Referred to Administrative Disqualification Hearing (ADH): Enter the total number of **cases** referred for an ADH during the report month. *[Cells 162-166]*
13. Restitution action: Enter the total number of cases during the report month in which a restitution action is taken, i.e., agreement to repay. *[Cells 167-171]*
14. Benefits reduced (not Early Fraud): Enter the total number of cases during the report month resulting in a reduction of benefits that are not the result of Early Fraud Detection. *[Cells 172-176]*
15. Benefits discontinued (not Early Fraud): Enter the total number of cases during the report month resulting in benefits being discontinued that are not the result of Early Fraud Detection. *[Cells 177-181]*
16. Fraud found, no adverse financial impact: Enter the total number of cases during the report month in which the investigation found that information had been withheld or facts misrepresented, but the withheld or misrepresented information resulted in no adverse financial impact. Example: The investigation found unreported assets; however, these assets did not result in the AU (household) having their benefits reduced or being ineligible. *[Cells 182-186]*
17. Allegation unfounded: Enter the total number of cases during the report month where the investigation found there was no fraud. *[Cells 187-191]*
18. Insufficient evidence: Enter the total number of cases during the report month where the investigation failed to determine whether a violation occurred. *[Cells 192-196]*
19. Expiration of statutes: Enter the total number of cases during the report month where the investigation is terminated as a result of the expiration of the statute of limitation. *[Cells 197-201]*

ITEM INSTRUCTIONS CONTINUED**Part A, Section III. Investigation Results (Continued)**

20. Other: Enter the total number of completed investigations during the report month disposed of for reasons other than listed in Items 8 through 19. Internal affairs dispositions shall also be reported here. Case dispositions in this item shall be explained in Part G. Comments. *[Cells 202-206]*

Part A, Section IV. Overpayments

21. Total fraud overpayments/overissuances identified (dollar amounts): Enter the total dollar amount of fraud overpayments (OPs) and overissuances (OIs) during the report month identified due to completed investigation activity. Do not include IEVS-identified OPs/OIs unless they meet county criteria for fraud investigation and adjudication, or have been investigated. Any adjustments to this item should be entered in the month that the information was received. Example: A \$200 overpayment was reported in January and the county was informed that the overpayment was reduced to \$150 in March. The amount that was increased or decreased should be reported on the March DPA 266 report with an explanation in Part G. Comments. In this case, the total identified overpayment/overissuance amount would be reduced by \$50 in the March report month. *[Cells 207-211]*
22. Fines/forfeitures (dollar amounts): Report the total dollar amounts of fines/forfeitures levied through civil or criminal prosecution activity during the report month in Column (4) Total. *[Cell 212]*

Part B. Prosecution Activity

This part of the report provides information on fraud referrals received by the DA and the dispositions of those referrals.

Part B, Section I. Prosecution Activity

23. Referrals pending beginning of month (Item 27 last month or explain in Part G. Comments): Enter the total number of cases pending dispositions from last month. This item should agree with Item 27, Referrals pending end of month of the prior month's report. If not, enter the correct data here and note the reason for the adjustment in Part G. Comments. *[Cells 213-217]*
24. Referrals received during month: Enter the total number of cases received during the report month. *[Cells 218-222]*
25. Total referrals available during month (Items 23 plus Item 24): Enter the sum of Item 23 plus Item 24. *[Cells 223-227]*
26. Total referrals processed during month (Sum 26a plus 26b): Enter the total number of cases for which a criminal complaint or indictment was filed during the report month or for which a decision was made not to prosecute. This is the sum of Item 26a and Item 26b. *[Cells 228-232]*
- a. Prosecutions filed: Enter the total number of cases for which a criminal complaint or indictment or other actions (e.g., diversions, citation hearings) were filed during the report month. This number may differ from the number of cases referred to the DA as reported in Item 11, Referred for prosecution. *[Cells 233-237]*
- b. Decision made not to prosecute: Enter the total number of cases during the month in which the prosecuting authority decided not to prosecute. Include in this category all those cases in which there was a failure to indict. *[Cells 238-242]*

ITEM INSTRUCTIONS CONTINUED**Part B, Section I. Prosecution Activity (Continued)**

27. Referrals pending end of month (Item 25 minus Item 26): Enter the total number of referrals pending at the end of the report month. This is Item 25 minus Item 26. *[Cells 243-247]*

Part B, Section II. Prosecution Outcomes

This part of the report provides information on the outcomes of the prosecutions filed. If the prosecution results in more than one outcome, all outcomes should be reported. Because multiple dispositions will be reported in Part B, Section II, the numbers will not be the same as in Part B, Section I above.

28. Convictions: Enter the total number of filed complaints/indictments during the report month where there was a criminal conviction, from either a guilty plea, nolo plea, diversion, or trial. Include complaints/indictments convicted in part and acquitted in part. *[Cells 248-252]*
29. Administrative action: Enter the number of filed complaints/indictments during the report month disposed of through a restitution agreement arranged as approved by the DA and disposed of in lieu of criminal indictment other than those reported in Item 30, Disqualification Consent Agreements. Include final dispositions through grant adjustments, agreements to repay, citation hearings, civil and small claims court judgments, full cash restitution made, court diversion programs, etc. *[Cells 253-257]*
30. Disqualification Consent Agreements (DCA): Enter the total number of filed complaints during the report month disposed of through a DCA. *[Cells 258-262]*
31. Charge pleaded: Enter the total number of filed complaints/indictments during the report month disposed of through a charge pleaded. A charge pleaded exists when more than one filed complaint/indictment against a person/defendant is accepted by the DA and the DA agrees to drop one or more welfare charges in order to obtain a guilty plea on the other charge. The program in which the charge is dropped during the report month will be reported as "Charge pleaded." *[Cells 263-267]*
32. Dismissals: Enter the total number of filed complaints/indictments disposed of during the report month by dismissal after issuance of a complaint, including those dismissed by motion of the court, either prior to or at the trial, but only if the complaint is not remanded for administrative disposition. *[Cells 268-272]*
33. Acquittals: Enter the total number of filed complaints/indictments disposed of by an acquittal during the report month. *[Cells 273-277]*
34. Declinations: Enter the total number of filed complaints/indictments during the report month declined by the DA and on which no other action will be taken. A preliminary decision not to prosecute pending further investigation is not a declination. Such complaints shall be carried pending until further investigation is completed and a final disposition made. However, if the DA declines to take legal action on a complaint/indictment after accepting the referral, and the investigation unit has included a valid and acceptable restitution arrangement in the investigation report, the disposition of the complaint/indictment should be reported as an approved restitution arrangement in Item 29, Administrative action and not as disposed of through a declination to take legal action. *[Cells 278-282]*
35. Expiration of statutes: Enter the number of filed complaints/indictments disposed of during the report month because the statute of limitations has expired or will soon expire. *[Cells 283-287]*

ITEM INSTRUCTIONS CONTINUED**Part B, Section II. Prosecution Outcomes (Continued)**

36. Other: Enter the number of filed complaints/indictments disposed of during the report month for reasons other than Items 28 through 35. Specify “Other” case dispositions by type in Part G. Comments. *[Cells 288-292]*

Part C. Administrative Disqualification Hearing Activity

This part of the report provides information on referrals for Administrative Disqualification Hearings (ADH). Include referrals for all ADHs.

37. Referred for Administrative Disqualification Hearing (ADH): Enter the total number of **persons** referred, by program, for an Administrative Disqualification Hearing that was requested during the report month. Include state and local level ADH referrals. *[Cells 293-297]*
38. Waivers: Enter the total number of ADH waivers signed during the report month. *[Cells 298-302]*
39. Upheld convictions: Enter the total number of cases found guilty of Intentional Program Violation(s) (IPVs) during the report month. Upheld means the ADH found in favor of the requesting agency. *[Cells 303-307]*
40. Acquittals: Enter the total number of cases found not guilty of committing an IPV during the report month. Acquittal means the ADH found in favor of the defendant. *[Cells 308-312]*
41. Decisions pending: Enter the total number of cases for which the cases were heard but the court’s decision was not formally rendered before the end of the report month. *[Cells 313-317]*
42. Program dollars: Enter the estimated dollar value of program loss that may be recovered in Item 39, Upheld convictions. Program loss means the associated overpayment/overissuance for each conviction. *[Cells 318-322]*

Part D. Persons Disqualified

This part of the report provides information on persons disqualified as a result of court prosecutions or Administrative Hearing Disqualifications.

43. Persons disqualified during month as a result of court prosecutions: Enter the total number of people who were disqualified during the report month, by program, through court action. Disqualification Consent Agreements are considered court actions as are civil and federal court findings. *[Cells 323-327]*
44. Administrative Hearing Disqualifications: Enter the total number of people who were disqualified during the report month, by program, as a result of an ADH. All “waiver of hearing” disqualifications should also be recorded here. *[Cells 328-332]*

ITEM INSTRUCTIONS CONTINUED**Part E. Collections**

45. Total collected during prior report month (dollar amounts): Enter the total dollar amount of fraud overpayments/overissuances collected by or for the CWD during the prior month. Report only those dollar amounts that reflect collections for fraud overpayments or overissuances. Grant adjustments should be included in this amount if they are for fraud overpayments or overissuances. For the purposes of this report, a fraud collection is an overpayment/overissuance collection that resulted from an investigation in which fraud was found. *[Cells 333-337]*

NOTE: In a combined CalWORKs/Food Stamp investigation where the investigation is tracked in both the CalWORKs and Food Stamp columns, the restitution agreed to or ordered is to be reported in applicable columns where the CalWORKs overpayment and the Food Stamp overissuance amounts are separately identified.

Part F. Computer Match Activity

This part of the report provides information on computer matching activities that occur prior to requests for investigation. Requests for investigation resulting from match activity are to be reported in Part A, Section I, Item 3 (e.g. Item 3f or Item 3p).

Part F, Section I. Matches Received

46. California Youth Authority: Enter the total number of records received during the report month for the California Youth Authority (CYA) computer match. *[Cells 338-342]*
47. Jail Reporting System: Enter the total number of records received during the report month for the Jail Reporting System (JRS) computer match. *[Cells 343-347]*
48. Fleeing Felon: Enter the total number of new records received during the report month for the Fleeing Felon computer match (FFM). *[Cells 348-352]*
49. Reserved: This item is reserved for future use.

Part F, Section II. Results: Benefits Reduced

50. California Youth Authority: Enter the total number of completed CYA matches during the report month resulting in a reduction of benefits. *[Cells 353-357]*
51. Jail Reporting System: Enter the total number of completed JRS matches during the report month resulting in a reduction of benefits. *[Cells 358-362]*
52. Fleeing Felon: Enter the total number of completed Fleeing Felon matches during the report month resulting in a reduction of benefits. *[Cells 363-367]*
53. Reserved: This item is reserved for future use.

Part F, Section III. Results: Discontinuances

54. California Youth Authority: Enter the total number of completed CYA matches during the report month resulting in a case discontinuance of benefits. *[Cells 368-372]*
55. Jail Reporting System: Enter the total number of completed JRS matches during the report month resulting in a case discontinuance of benefits. *[Cells 373-377]*

ITEM INSTRUCTIONS CONTINUED**Part F, Section III. Results: Discontinuances (Continued)**

56. Fleeing Felon: Enter the total number of completed Fleeing Felon matches during the report month resulting in a case discontinuance of benefits. *[Cells 378-382]*
57. Reserved: This item is reserved for future use.

Part G. Comments

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.