

Susana Martinez, Governor Sidonie Squier, Secretary Ted Roth, Director

## Interim Policy and Procedure Memorandum

ISD IPP-13-01

TO:

**ISD** Employees

FROM:

Ted Roth, Director, Income Support Division

RE:

Verification of SNAP Intentional Program Violation ( V)

DATE:

February 14, 2013

CC:

**ISD Employees** 

This IPP establishes the procedure for verification of Internonal cogles. Violation (IPV) at initial intake for all SNAP applications. ISD Staff are is uired to perify if a SNAP applicant has an IPV through the "FED FS Disqualifications (DR.)" IS 22 interface. Please refer to the attachment titled "How to Access the "FED FS Disqual fical as (DRS)" to access the interface through ISD2.

The following steps outline the procedure to Wen a patch is found of an IPV for an applicant or the members on the application:

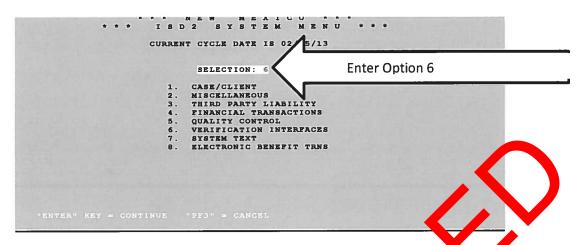
- 1) Document CTS
  - a. If a match is found, document the individual within the application that was identified on the DRS;
  - b. The following in the "Disqualified Recipient Information" screen:
    - i. the ramber of offer es identified as "NO. OFF"
    - ii. the start late, period length, state where the IPV occurred, and time served days in necessary.
- 2) Contact the standide rifle on the DRS to verify the IPV information on the DRS. The communication and vertication of the IPV must be completed within 20 days of initial contact. To with the final information.
- 3) Report the NV information received from the other state to Stacy Schell, Office of Inspector General/Investigations Bureau (OIG) at 505-222-9362 or e-mail at StacyA.Schell@state.nm.us with applicant information.
- 4) Do not process the case until Ms. Schell has given the approval.
  - **NOTE:** Only contact the OIG if there has been a verified IPV match (after the local office has verification from the other state.
  - 5) Cases that are eligible for Expedited Services, should be processed within the Expedited timeframes, pending the verification from the other state.

If you have questions regarding this IPP, please contact Brandi Sandoval at (505) 827-7289 or by e-mail at Brandi.Sandoval@state.nm.us.

Attachment: "How to Access the "FED FS Disqualifications (DRS)"

## How to Access the "FED FS Disqualifications (DRS)."

Step 1: ISD2 System Menu - Enter option 6 - VERIFICATION INTERFACES



Step 2: Secondary Screen- Enter option 6 and the applicar's SS.



Step 3: Final screen Disgualified Recipient Information

