

**DEPARTMENT OF HUMAN RESOURCES
DISQUALIFIED RECIPIENT REPORT**

GENERAL INSTRUCTIONS:

Enter all dates as month-day-year. For example, August 15,1951 should be entered as 08/15/1951.

Most boxes are self-explanatory. The numbers below correspond with the numbered sections on the front.

At the top please circle what action is being taken:

Add: Create a new record (including a new record of disqualification for an individual who has previous disqualifications).

Change: Alter existing information or add missing information to a record that is already in the system.

Delete: Remove a record from the system (for example, a disqualification is overturned on appeal or the documentation no longer exists to support secondary verification for the record).

Sections 1-4 are self-explanatory.

5. Customer Identification # - The Customer ID or the IRN number assigned to each individual customer.

6. Disqualification code- Enter the number 0-3 that corresponds to the disqualification code.

7. Length of Disqualification Period: Enter the number of months (using 2 digits) of the disqualification.

FRAUD CATEGORIES AND PENALTIES Code 99 is a permanent disqualification.

Drug Trafficking Conviction Involving < \$500 Any Trafficking Conviction including drugs >\$500

1st Offense 24 months

2nd Offense Code 99

1st Offense Code 99

Firearms Trafficking Conviction any amount - 1st offense code 99

Trafficking –Administrative Finding

1st Offense 12 months

2nd Offense 24 months

3rd offense Code 99

Duplicate Participation

1st Offense Code 97 (120 months)

2nd Offense Code 97 (120 months)

3rd offense Code 99

Application Fraud, Including Non Report of Changes

1st offense 12 months

2nd Offense 24 months

3rd Offense Code 99

OTHER IPV

1st Offense 12 months

2nd Offense 24 months

3rd Offense Code 99

8. Date Received: The date the Disqualified Recipient Report Form was received at DHR to be data entered or the date the information is entered into the system. This information is not transmitted to the national database.

9. Disqualification Start Date: Enter the date the disqualification began. If the disqualification has been pended leave blank or enter all 9's.

10. Disqualification Decision Date: Enter the date

(1) A decision was rendered by an administrative law judge in a hearing or in a court of law, or

(2) The date the customer signed the waiver of their right to an administrative disqualification hearing, or

(3) The customer signed a disqualification consent agreement.

11. Locality Code: Enter the three-digit code used to identify the local department. Examples: Allegany County is 001 and Somerset County is 039.