



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

Control Number: #03-42

Effective Date: June 1, 2003

Issuance Date: April 21, 2003

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR**

**RE: CHANGES TO THE DISQUALIFIED RECIPIENT SUBSYSTEM (DRS)**

**PROGRAM AFFECTED: FOOD STAMPS (FS)**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS**

**BACKGROUND:**

Action Transmittal # 03-21, effective January 1, 2001 advised the local Departments of Social Services that the Food and Nutrition Service (FNS) had stopped printing the FNS-524 form. DHR created a replacement form (DHR/FIA 962) that the DSS were to begin using when their supply of old forms ran out.

Congress frequently asks FNS to provide information on how often the penalty for trafficking drugs and firearms occurs and FNS has been unable to provide the information because they had no way to collect the data. FNS has now revised the coding on the DRS system and created a new data collection element for "Type of Offense".

**ACTION REQUIRED:**

The DRS system has a new one-character code to collect the data for the "Type of Offense". Enter the code on all DRS forms for entry into the DRS system to allow FNS to track the types and frequency of all offenses. The codes are *A, B, C, D, E, F, and Z*. There is an explanation of each code on a separate page. A new one-character field has been entered on the form in the space under the current field #7, "Length of Disqualification" as part of #7. The first space in #7 will have a numeric code and the second space will have a letter code. The revised DHR/FIA 962 form is included with this AT.

Effective **June 1, 2003**, the correct "Type of Offense" code must be included on the forms sent to Sherry Dyson-McCray at DHR in order for the information to be accepted into the database.

## TYPE OF PENALTY CODES AND SUGESSTED PENALTY LENGTHS

Type of Offense Code	Definition of Code	# of Offense	Length of Penalty (Information is entered in #7 on DHR/FIA 962)
<b>A</b>	<b>Drug</b> trafficking conviction involving <b>less than \$500.</b>	1 <sup>st</sup>	24 months
<b>A</b>	<b>Drug</b> trafficking conviction involving less than \$500.	2 <sup>nd</sup>	99 (permanent)
<b>B</b>	Any trafficking conviction (including <b>drugs</b> ) involving <b>\$500 or more.</b>	1 <sup>st</sup>	99 (permanent)
<b>C</b>	Firearms trafficking conviction ( <b>any amount</b> )	1 <sup>st</sup>	99 (permanent)
<b>D</b>	Trafficking, Administrative Finding	1 <sup>st</sup>	12 months
<b>D</b>	Trafficking, Administrative Finding	2 <sup>nd</sup>	24 months
<b>D</b>	Trafficking, Administrative Finding	3 <sup>rd</sup>	99 (permanent)
<b>E</b>	Duplicate Participation	1 <sup>st</sup>	97 (120 months)
<b>E</b>	Duplicate Participation	2 <sup>nd</sup>	97 (120 months)
<b>E</b>	Duplicate Participation	3 <sup>rd</sup>	99 (permanent)
<b>F</b>	Application Fraud, including non-report of changes	1 <sup>st</sup>	12 months
<b>F</b>	Application Fraud, including non-report of changes	2 <sup>nd</sup>	24 months
<b>F</b>	Application Fraud, including non-report of changes	3 <sup>rd</sup>	99 ( permanent)
<b>Z</b>	Other intentional program violations	1 <sup>st</sup>	12 months
<b>Z</b>	Other intentional program violations	2 <sup>nd</sup>	24 months
<b>Z</b>	Other intentional program violations	3 <sup>rd</sup>	99 (permanent)

### **Action Due**

Effective June 1, 2003, DRS DHR/FIA 962 forms must be coded correctly. Any DRS forms sent to Ms. Dyson-McCray that are not completed correctly, including a "Type of Offense" code will be returned to the DSS contact person for correction

### **INQUIRIES**

For FS policy questions, please contact Kay Finegan at 410-767-7939 or Marilyn Lorenzo at 410- 767-7333. For questions relating to the DRS or DRS form completion, please contact Sherry Dyson-McCray at 410-767-7035.

C: FIA Management Staff  
Constituent Services  
Help Desk

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