



Department of Human Resources
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FIA INFORMATION MEMO

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

**FROM: *Robert J. Everhard*
ROBERT J. EVERHARD, EXECUTIVE DIRECTOR, FIA**

RE: DISQUALIFIED RECIPIENT SUB-SYSTEM/VOICE RESPONSE UNIT

PROGRAM AFFECTED: FOOD STAMPS

**ORIGINATING OFFICE: OFFICE OF ADMINISTRATIVE SERVICES AND
CONTINUOUS IMPROVEMENT**

Food Stamp regulations require that local departments use the data in the Disqualified Recipient Sub-System (DRS) to assess and implement disqualification penalties for Intentional Food Stamp Program Violations (IPV). This system must be used to ascertain that the appropriate penalty is imposed based on past disqualifications and to determine the eligibility of applicants prior to certification if the local department has reason to believe that a household member was disqualified in another jurisdiction. Before adverse action (increased penalty length or denial of benefits) can be taken against an individual based on information obtained from DRS, all such records must be first verified by the State that submitted the record(s).

The Family Investment Administration (FIA) has access to the national DRS database, maintains it through monthly updates and uses this file for inquiry. To implement disqualification penalties for intentional program violations, local departments forward the FNS 524 to Sherri Dyson-McCray in the Office of Policy and Research at DHR and Ms. Dyson-McCray enters the disqualification into the DRS.

Disqualification penalties for intentional program violations are to be assessed via the Voice Response Unit (VRU). In order to access the VRU, all local departments of social services (except Baltimore City) may contact Ms. Leslie Miller to determine whether an individual household member is or was disqualified in another jurisdiction. Ms. Miller is the central contact for the state and can be reached by calling 410-767-7051. She will be responsible for access to the VRU and will verify whether an individual is disqualified to ensure that the individual is

eligible or that the remainder of the penalty is implemented. Ms. Martha Lewis-Conway is the back up for Ms. Miller. Ms. Lewis-Conway can be reached at 410-767-7170. Local departments should have Ms. Miller access the VRU on applicants prior to certification if it is believed that a household member was disqualified in another jurisdiction. In Baltimore City, Ray Campbell, Manager of the Overpayment unit, will access the system for Baltimore City districts. Mr. Campbell can be reached at 410- 361-3014. This process should begin immediately.

Questions should be directed to Deborah McWilliams at 410-767-7080.

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