
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 (IPV)
DATE: February 14, 2013
CC: ISD Employees

This IPP establishes the procedure for verification of Intentional Program Violation (IPV) at initial intake for all SNAP applications. ISD Staff are required to verify if a SNAP applicant has an IPV through the “FED FS Disqualifications (DRS)” ISD2 interface. Please refer to the attachment titled “How to Access the “FED FS Disqualifications (DRS)” to access the interface through ISD2.

The following steps outline the procedure to follow when a match 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 information from the “Disqualified Recipient Information” screen:
 - i. the number of offenses identified as “NO. OFF”
 - ii. the start date, period length, state where the IPV occurred, and time served dates, if necessary.
- 2) Contact the state identified on the DRS to verify the IPV information on the DRS. The communication and verification of the IPV must be completed within 20 days of initial contact. Document CTS with the final information.
- 3) Report the IPV 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

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*** NEW MEXICO ***
*** ISD2 SYSTEM MENU ***
CURRENT CYCLE DATE IS 02/05/13

SELECTION: 6
1. CASE/CLIENT
2. MISCELLANEOUS
3. THIRD PARTY LIABILITY
4. FINANCIAL TRANSACTIONS
5. QUALITY CONTROL
6. VERIFICATION INTERFACES
7. SYSTEM TEXT
8. ELECTRONIC BENEFIT TRNS

"ENTER" KEY = CONTINUE "PF3" = CANCEL
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Enter Option 6

Step 2: Secondary Screen- Enter option 6 and the applicant's SSN

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*** VERIFICATION ***
*** INTERFACE MENU ***

SELECTION: 6
SSN: 555555555
1. STATE DATA EXCHANGE (SDX)
2. EMPLOYMENT SECURITY DEPT (ESD)
3. DEPT OF MOTOR VEHICLES (DMV)
4. FOOD STAMP HISTORY
5. VITAL STATISTICS
6. FED FS DISQUALIFICATION (DRS)

"ENTER" KEY = CONTINUE "PF3" = CANCEL
```

Enter Option 6 and the applicant's SSN

Step 3: Final screen - Disqualified Recipient Information

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DISQUALIFIED RECIPIENT INFORMATION 02/05/13
MATCHING SSN: [REDACTED]

NAME DOB SEX
[REDACTED]

**DISQUALIFICATION**
NO. PRD START STATE-FIPS
OFF LEN DATE
1 12 11/01/2009 NM-3500

NO. OFF: 0-PRIOR OFFENSE PRD LEN - LENGTH OF DISQUALIFICATION
1-FIRST OFFENSE
2-SECOND OFFENSE EFFECT-DATE: 000000-TIME SERVED
3-PERM DISQUALIFIED 999999-PEND DISQUAL

PF3 TO RETURN TO MENU
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