	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	04 – Family Assistance Manual (FAM)
	<b>Part No./Name</b>	F. Case Maintenance (SNAP)
	<b>Section No./Name</b>	F-300-SNAP Intentional Program Violations (SNAP)
	<b>Document No./Name</b>	F-350-SNAP Electronic Disqualified Recipient System (eDRS)
	<b>Effective Date</b>	January 1, 2017

## I. STATEMENT OF POLICY

### F-351-SNAP - PO eDRS


The Electronic Disqualified Recipient System (eDRS) is a nationwide database of individuals who have been disqualified from SNAP participation due to an Intentional Program Violation (IPV). The eDRS database is composed of data supplied by State agencies and is maintained by the Food and Nutrition Service (FNS). If an individual is disqualified in one State because of an IPV determination, the individual is disqualified in every State. Disqualification penalties are cumulative. When a State determines that an individual is guilty of an IPV, the information is entered into eDRS. In Louisiana, Fraud and Recovery Unit staff enters the IPV disqualification into eDRS. FNS requires that all State agencies use eDRS data to screen all adult (age 18 or older) SNAP applicants prior to initial certification of benefits to ensure applicants are not currently disqualified from program participation and to match all new adult household members to eDRS data before the member is added to the household's case.

### F-352-SNAP - PO \* eDRS IN \*\* CLEARANCE SUMMARY (CS)

eDRS data is included in the CS at application, redetermination, and Simplified Report (SR). The "Search Additional Member" link in the CS is \* used \*\* to complete the eDRS clearance for new household members not already included in the CS. When an adult household member is not included in the CS, a manual search must be completed. The manual eDRS clearance will be completed using the eDRS Inquiry System link which is available in the OFS-FA Web System also known as the Common Login.

### F-353-SNAP - PO VERIFY eDRS DATA

The Computer Matching and Privacy Protection Act of 1988 requires that the State agency may not take any adverse action to terminate, deny, or reduce benefits for an applicant or recipient based on the information produced by a Federal computer matching program unless the information has been independently verified by the State agency. Therefore, if there is an eDRS hit for any adult SNAP household member, staff must verify the hit with staff in the State where the disqualification originated. The contact information for staff to verify the disqualification will be displayed in the eDRS clearance results. The disqualification verification may be a verbal or written statement from the disqualifying State agency attesting to the existence of documentation. Document the name of the contact person from the disqualifying State and the discussion of the disqualification as a detailed case note. The disqualifying State should provide information regarding the disqualification, including if an Administrative Disqualification Hearing (ADH) was conducted, if the household waived the ADH, if the court made the determination, or if the household signed an agreement in lieu of prosecution. This information is needed to be able to enter the correct disqualification information on LAMI. Written verification must be saved into OnBase.

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## **F-354-SNAP - PO IPV DISQUALIFICATION**

The individual is ineligible to participate in SNAP for a set period of time based on past IPV disqualifications and the reason for the disqualification. Remaining eligible household members are not affected by the IPV disqualification.

In any case where the verification is not received from the disqualifying State contacted in time to process the case, including expedited and regular applications, staff should process the application/case without the verification, if otherwise eligible. If the State subsequently receives independent verification that the client or household member is ineligible, staff must review the information and immediately disqualify the ineligible members allowing advance notice. A claim must be established to collect any benefits that were issued in error.

The information must be reviewed and immediately entered into LAMI and the appropriate notice sent.

An eDRS hit does not prevent the SR from being considered complete. Therefore, if the household submits a complete SR, process the SR. The IPV disqualification must be entered on LAMI allowing advance notice.


An eDRS hit does not prevent the redetermination from being extended, if otherwise eligible. The redetermination must be completed and the IPV disqualification must be entered on LAMI allowing advance notice.

When an SR or redetermination is completed, the IPV disqualification must be entered the following workday so that LAMI will send out the automated notice of decision regarding the SR or the redetermination and will also send out the notice regarding the IPV disqualification. When a case is dispositioned more than once on the same day, LAMI will cancel the first notice that is sent. Households must be sent a notice regarding all case actions completed.

When an eDRS hit is discovered on a certified case and the IPV disqualification was not already imposed on the case on LAMI, a claim must be established to recover ineligible benefits outlined in [Chapter 4, Section F-100](#).

If there is an IPV disqualification already imposed on LAMI and there is an eDRS hit found and Louisiana is the imposing state, determine if the hit and the disqualification penalty on LAMI match. If they do, no further action is necessary. If they do not match, contact Fraud and Recovery to discuss the mismatch.

If there is an IPV disqualification already imposed on LAMI and there is an eDRS hit found and the disqualification was determined by another State, determine if the hit and the disqualification penalty on LAMI match. If they do, no further action is necessary. If they do not match, update the disqualification based on the verification obtained from the disqualifying state.

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If it is necessary to correct a disqualification penalty on LAMI for a case where a disqualification is already imposed, advance notice of adverse action is required to notify the household of the change in the disqualification penalty.

## II. PROCEDURES

### F-351-SNAP - PR eDRS

There are no procedures associated with this policy.

### F-352-SNAP - PR \* eDRS IN \*\* CLEARANCE SUMMARY (CS)

\* To complete an eDRS clearance for a new SNAP household member:

- Click on the 'Search Additional Member' link,
- Enter the member's SSN, Date of Birth, First Name and Last Name, and
- Click the 'Search' Button.

If a match (hit) is found, a message will display in the 'Reason for Reviewing Case' panel stating '*eDRS Match available for the member's name*'. The member's name will display in the 'Case Member with Information to Review' panel. Select the member's name and the system will display the member's information on the 'Verification Details' screen.

If a match (hit) is not found, no results will be displayed in the 'Reason for Reviewing Case' panel. \*\*


### F-353-SNAP - PR VERIFY eDRS DATA

There are no procedures associated with this policy.

### F-354-SNAP - PR IPV DISQUALIFICATION

Once the disqualification has been verified with the other state, the individual must be disqualified on the LAMI Member Sanction screen using:

- Category - FS
- Sanction Violation Code - IPV, IPV2, or IPV3
- Occurrence - This will be equal to the number of disqualifications identified in the eDRS hit.
- Sanction Reason Code –
  - D1 – Administrative Disqualification Hearing

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- D2 – Waiver of Administrative Disqualification Hearing
- D3 – Court Determination
- D4 – Agreement in Lieu of Prosecution
- D5 – Purchase of Controlled substance with SNAP
- D6 – Fraudulent Representation to receive multiple benefits – Duplicate Participation
- D7 – Trafficking Food Stamps over \$500
- Decision Date – The decision date is the date the disqualification decision was made at either an administrative or judicial hearing, or the date the individual signed a waiver to forgo an administrative or judicial hearing and accept a disqualification penalty.
- Begin Date – The start date is the date specified by the disqualifying state.
- End Date – The end date would be completed based on the length of the disqualification penalty. The end date will not be completed if the disqualification is permanent.

For certified cases, Advance Notice of Adverse Action is required. An automated notice will be generated.

For applications, an automated notice will not be generated if the case is rejected due to the disqualified member, therefore, a semi-automated [SNAP 13A](#) must be sent when rejecting an application. If an application is certified and an individual in the case is disqualified, an automated notice will be generated.

### III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy.

### IV. REFERENCES

[7 CFR 273.16\(a\)](#)