

Department of Public  
Health and Human Services

SECTION:

WoRC CASE MANAGEMENT

WoRC GUIDELINES MANUAL

SUBJECT:

NEW - Intentional Program Violation

REFERENCES: ARM 37.78.102, .430, and .505; TANF 1505-1

**GENERAL RULE** - An applicant/participant is in violation of program rules if he/she makes False or misleading statements, conceals information, or withholds facts for the purpose of establishing or maintaining eligibility.

An applicant/participant found to have committed an Intentional Program Violation (IPV) by the Administrative Disqualification Hearing (ADH) process or who has signed Form HCS-559, “Waiver of Right to Disqualification Hearing”, will be ineligible for TANF cash assistance (disqualified) for a specified period of time depending on the number of times he/she has been Found to have committed an IPV.

When an individual signs the “Application for Assistance” (HCS-250), he/she attests to the truth, accuracy and completeness of the information provided and declares understanding of the penalty for lying or misrepresenting the family’s circumstances. In addition, participants are sent the notice X012 (Change Reporting Requirements) when their case is approved, and at each redetermination. This notice informs the household that all changes must be reported within 10-days of knowledge of the change.

As the WoRC case manager reviews third party verification (timesheets, medical documentation, etc.) and discovers the current or reported information to be either false, misleading or was not previously revealed, the participant is alleged to have intentionally violated program rules.

**Example:** Bob, the Wex Site Supervisor, contacts Deb, WoRC Case Manager and Informs her that Molly has not attended her wex site over the past week. Molly attends her case management meeting and provides her signed weekly wex timesheet. Deb informs Molly of the phone call she received from the wex site. Since Molly was not at her wex site as negotiated and turned in a forged timesheet, a referral for an IPV is made. A sanction is also recommended as Molly did not complete her hours as negotiated.

**Example:** Stacy attends her weekly case management meeting and provides her timesheet. Deb, case manager, notices that the verification signature looks different from

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the previous timesheets that were signed. Deb questions Stacy on the signature but

denies it is any different. Deb later contacts the site supervisor and learns that Stacy has not been attending her placement as negotiated. A referral for an IPV is made and a sanction is also recommended as Stacy has not completed her participation hours as negotiated.

### Referral for Investigation

If the WoRC case manager discovers that a participant may have falsified third party verification or revealed information that was previously unreported, the following steps must be taken:

1. WoRC case manager/supervisor will report the potential IPV/fraud to their WoRC monitor and fax over any needed documentation.
2. WoRC monitor will review the case, including TEAMS and any documentation that was submitted, and provide direction as to how the WoRC program should proceed. In some cases the monitor may request WoRC contact the site supervisor, provided there is a release of information in the file, to get a statement from the site supervisor attesting to the falsification of the timesheet.
3. If determined that the documents have been falsified, WoRC must send an email to the County Director with a cc to your monitor outlining the findings.
4. WoRC Monitor will also send the information to the TANF Policy Specialist.
5. When OPA receives the potential IPV/Fraud the case is referred to the Claims and Recovery Unit for investigation and processing.