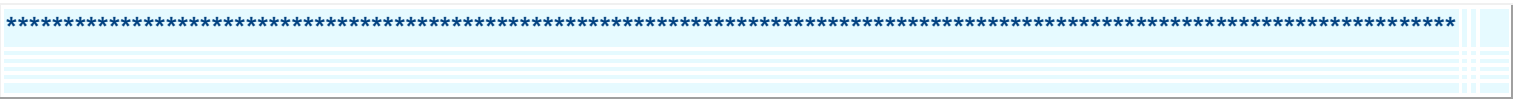


Department of Social and Health Services
Olympia, Washington
EAZ Manual

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Category Fraud
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Summary

Updated Worker Responsibilities WAC 388-446-0001.
See below for edited text:



Worker Responsibilities - [WAC 388-446-0001](#)

Referral to the Office of Fraud and Accountability (OFA)

1. Complete a referral to OFR and list~~List~~ the documents in the case file ~~that~~ demonstrating intent ~~on the referral~~. Documents to examine for the ~~eat~~ time period include:
 - o Rights and Responsibilities signed by client;
 - o Application showing facts omitted or false information declared;
 - o Eligibility Review reflecting false circumstances ~~found later to be untrue~~;
 - o Mid Certification Review (MCR) completed and signed but ~~does~~ not reporting the change;
 - o Change of Circumstance reporting one change but not another; and.

- Any other document presented by the client or a collateral contact ~~which demonstrates the intent of the client~~ to give misleading or incorrect information ~~in order~~ to receive benefits.
2. Initiate an Intentional Overpayment Investigation Referral (OFA referral) through the client's ECR when:
 - An intentional cash assistance overpayment ~~has been~~ identified and processed;
 - A food assistance overpayment ~~is has been~~ completed ~~which and appears to be intentional~~ determined intentional as defined in #2 of Clarifying Information WAC 388-446-0001 above; or
 - Documents in the case record ~~appear to provide give~~ clear evidence of the client's willful concealment of information or intentional failure to reveal information; ~~which caused~~ causing the overpayment.
 3. Set a tickler for a 60-day response from ~~DFI~~ OFA. If no response is received, request a response date. ~~DFI~~ OFA will respond with their decision on forwarding the case for prosecution and instructions ~~to the worker~~ on whether to proceed with the Administrative Disqualification Hearing (ADH) for food assistance.
 4. Follow the CSO policy regarding the preparation of cases for prosecution. In some CSOs, the FSS is responsible for ~~the~~ copying ~~of~~ documents ~~to be used in~~ for the prosecution's case.