



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**



ARNOLD SCHWARZENEGGER  
GOVERNOR

January 27, 2009

ALL COUNTY LETTER NO. 09-06

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY INCOME AND ELIGIBILITY VERIFICATION  
SYSTEM COORDINATORS  
ALL COUNTY INTENTIONAL PROGRAM VIOLATORS  
COORDINATORS

SUBJECT: IMPLEMENTATION OF AN ONLINE INTENTIONAL PROGRAM  
VIOLATORS DATABASE PROGRAM (Welfare & Institutions  
Code § 11486)

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this letter is to advise and provide instruction to County Welfare Departments (CWDs) regarding the implementation of an online Intentional Program Violation (IPV) reporting and inquiry system. This new system records IPV information pertaining to both the Food Stamp and CalWORKs programs. The recording of IPV information is mandated by California Welfare and Institutions Code section 11486.

**Background:**

State and federal mandates require the California Department of Social Services' (CDSS) Fraud Bureau to maintain a database of individuals whose CalWORKs and/or Food Stamp Benefits are suspended as the result of an IPV. CDSS' IPV system then uploads Food Stamp program IPV suspension information to the national Food Stamps database, known as the Electronic Disqualified Recipient System (eDRS).

Prior to the automated system, CWDs reported IPV actions to CDSS' Fraud Bureau via a manual input form. Fraud Bureau staff would then transcribe these reports into an online database and upload appropriate information to eDRS. The online database was available for review by the CWD's staff as needed.

**IPV Online Reporting and Review System:**

To provide CWDs with a more accurate and cost effective tool, CDSS has developed an online database which allows counties to directly input and review IPV referral information via secure internet connection.

The County Welfare Director or his/her designee determines which of their staff shall have access to this database. Designated staff could include eligibility workers, investigators, and/or support staff, who are involved in the IPV determination or research process.

These access rights will allow CWD users to view any national IPV Food Stamp entry, any CalWORKs entry, enter new Food Stamp and/or CalWORKs IPV data, and/or edit any of the California generated entries recorded within the online database system.

CWD staff will not be allowed to add or delete a user or delete an IPV entry. A copy of the Deletion Request form, available online, can be viewed at Section 9.00 (attachment).

**General Guidance:**

County Welfare Directors or their designee must identify the names and contact information of the person(s) who they want to have access to the IPV Online system. The State IPV Coordinator will then provide the appropriate passwords for the designated individuals. When the county contacts change, the County Welfare Director or his/her designee will need to contact the State IPV Coordinator to make the necessary changes.

The following addendums have been included with this ACL to assist with the implementation of this program:

Addendum A:	Overview of the online IPV database system
Addendum B:	County User Instructions

**CDSS Program Contact:**

Please direct any questions regarding this letter to the CDSS IPV Coordinator, Theresa Carey, at (916) 263-7332 or her supervisor, June Ramos, at (916) 263-5724.

Sincerely,

***Original Document Signed By:***

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division

Attachment

## **Addendum A**

### **Overview of the IPV On-Line Reporting System**

The California Department of Social Services (CDSS) Fraud Bureau has developed an Intentional Program Violation (IPV) Online Automation system that will allow counties to directly input their own county's CalWORKs and/or Food Stamp IPV data, and to allow county staff to update records related to cases which transferred to their county from another.

Our aim in revising this new system is to make inputting and tracking information on a client's IPV easier for county workers. County workers will be able to quickly determine if an applicant and/or recipient has a CalWORKs or Food Stamps IPV disqualification, applied by either their county, another county, or in the case of Food Stamps, another state. Furthermore, users of the online system will be able to track recipient's IPV transaction history.

#### **New Features of the IPV Automation System:**

Users of the IPV online system will be able to:

- Track an applicant/recipient for current or prior IPV disqualifications.
- View an applicant/recipient's "Transactional History Screen."
- Allows users to make changes to an IPV entry: i.e. sanction time, effective disqualification date, and movement between counties.
- Reduce the need for additional research or telephone calls.
- Allow transactions to be viewed in chronological order.
- Allows users to include information about the date an IPV entry was revised.
- Record and edit the name of county and person who made specific IPV updates.
- Creates a "Comments Box" (Field 18) which will allow users to include additional information such as:
  - Movement between counties or from out of state.
  - Any other pertinent information not included in the file.
- Creates a "Type of Offense" data look up table (Field 13).
- Creates a look up table of Codes (01-10) for CalWORKs penalties.
- Creates a look up table of Codes (A-F) for Food Stamp penalties.

- Establishes a “Contact Name” field (Field 17) which lists the name of the individual responsible for creating or changing information (not the name of the person doing data entry).
- Creates a field to record a recipient’s alias (Field 10).
- Establishes a field which lists the county’s IPV Reference Number (Field 11).
- Implements a procedure to request deletions of IPV entries if a county concludes that an individual should not have been entered.

## **Addendum B**

### **County User Instructions**

#### **(How to Use the Intentional Program Violation (IPV) Online Automation System)**

##### **System Enhancements:**

The IPV Online Automation System provides access to county workers who need to know if an applicant or recipient has a current or prior IPV sanction. In addition, workers will be able to access a “History Transaction Screen” that will show the possible movement of a client from county to county or even if a client has a Food Stamp or Temporary Assistance to Needy Families sanction from another state.

Having access to this information will provide the county worker with greater knowledge when helping a client through the intake process. The new system enables county workers to input their own county’s Food Stamps and CalWORKs IPV entries.

County workers will have the ability to make edits to IPV entries. Examples of edits include:

- Notations when a client has moved from one county to another.
- Updating the effective disqualification date.
- Listing alias information.
- Updating a county’s case reference information.
- Changing eligibility worker information.

IPV sanctions are entered and tracked by program type (CalWORKs or Food Stamps). The Type of Offense coding is specific to the type of program selected. To facilitate data entry, users can select “Both Programs.” If both programs are selected, the system will generate the input screen twice, to allow for proper coding of offense types.

##### **System Overview:**

There are three main components to the new online system:

- Users have the ability to view current and past IPV violations of individuals receiving aid within the State of California.
- Allows county staff to enter new violations directly into the IPV system. Food Stamp related entries are automatically uploaded to the Electronic Disqualified Recipient System (eDRS) system by the California Department of Social Services.
- Counties can update existing IPV entries to enter effective dates of disqualification and/or transfer records between counties as necessary.

##### **Basic Information For Users:**

Section 1.00: Starting Up and Logging In.

Section 2.00: Conducting a Search of Existing IPV Sanctions.

Section 3.00: Understanding The New Enhanced IPV Detail and History Section.

Section 4.00: Entering New IPV Entries.

Section 5.00: Editing Existing IPV Entries.

Section 6.00: Sample of IPV Screens.

Section 7.00: Samples of IPV Reports and Data Entry Tables.

Section 8.00: Deletion of IPV Entries.

Section 9.00: Adding and/or Deleting IPV System Users.

Section 10.00: Frequently Asked Questions.

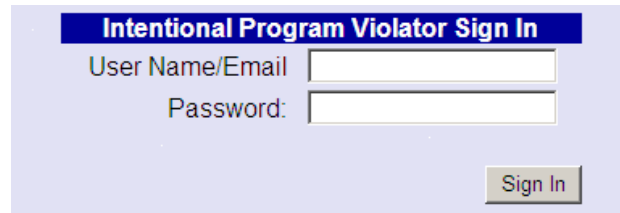
---

## **Section 1.00: Starting Up and Logging In**

1.01  
Using a standard Internet Web Browser, such as Internet Explorer, enter the web site address (URL) as:  
<https://secure.dss.cahwnet.gov/wtw/fraud/IPV/>

---

1.02  
Once your browser has loaded the site, you will see the following:



The screenshot shows a sign-in form with a blue header that reads "Intentional Program Violator Sign In". Below the header, there are two input fields: "User Name/Email" and "Password:". To the right of the "Password:" label is a small asterisk. At the bottom right of the form is a "Sign In" button.

1.03  
Now enter the following information into this screen:

1. Enter your User Name (This is your county email address).
  2. Enter your Password (Your password will be issued by your State IPV Coordinator).
  3. Select "Sign In."
- 

1.04  
You will now see the following screen. (IPV SEARCH )



The screenshot shows a page titled "Intentional Program Violation" in a large blue header. Below the header are two links: "Search" and "New Ipv Entry". Underneath is the heading "IPV Search". There are two radio buttons for search criteria: "Search By SSN:" (which is selected) and "Name:". Below these is a text input field labeled "SSN Search" and a "Search" button.

1.05  
At this point, there are three options available to the user:

- Search and viewing of existing IPVs (See Section 2.00).
- Editing existing IPVs (See Section 5.00).
- Adding a new IPV (See Section 4.00).

## **Section 2.00: Conducting a Search of Existing IPV Sanctions**

### 2.01

Searches can be conducted using either the subject’s Social Security Number (SSN), by their Name, or by using a combination of Name and a Date of Birth date range.

(To search by SSN, see section 2.02).

(To search by name, see section 2.04).

(To search by name and DOB range, see section 2.06).

### 2.02

To search for an existing IPV record using a social security number:

1. Click the radio button to the left of **“Search by SSN.”**
2. Enter the client’s SSN using the following format: (123456789)
3. Click on the **“Search”** Button.

### 2.03

**Search Results:** This will provide you with a search result screen similar to:

#### Search Results

Last, First	SSN	DOB	Entry Date	#	Dis Date	Case Type	FIPS Code	
<a href="#">CAREY,THOMAS,M</a>	456781234	07/29/1952	4/30/2008 10:33:23 AM	1	04/01/2008	FoodStamps	0033	<a href="#">Edit</a> <a href="#">History</a>
<a href="#">CAREY,THOMAS,M</a>	456781234	07/29/1952	4/30/2008 10:34:30 AM	1	99/99/9999	CalWORKs	0033	<a href="#">Edit</a> <a href="#">History</a>

[Logout](#)

### 2.04

To search for an existing IPV record using a Name search:

1. Click the button to the left of **“Name.”**

## IPV Search

The screenshot shows the IPV Search interface. At the top, there are two radio buttons: "Search By SSN" (unselected) and "Name" (selected). Below this are two input fields for "First Name" and "Last Name". A button labeled "Additional Search Criteria" is positioned below the input fields. At the bottom of the form is a "Search" button and a "Logout" link.

2. Enter the client's First Name and Last Name. This field allows for the partial entry of names. (See Section 2.06.) One letter for the first name and two letters for the last name must be entered.
3. Click on the **"Search"** button.

### 2.05

**Search Results:** This will provide you with a search result screen similar to:

#### Search Results

Last, First	SSN	DOB	Entry Date	#	Dis Date	Case Type	FIPS Code	
<a href="#">CAREY,THOMAS,M</a>	456781234	07/29/1952	4/30/2008 10:33:23 AM	1	04/01/2008	FoodStamps	0033	<a href="#">Edit</a> <a href="#">History</a>
<a href="#">CAREY,THOMAS,M</a>	456781234	07/29/1952	4/30/2008 10:34:30 AM	1	99/99/9999	CalWORKs	0033	<a href="#">Edit</a> <a href="#">History</a>

[Logout](#)

### 2.06

To search for an existing IPV record using a Name search in combination with the additional search criteria information (date of birth or date of birth range):

1. Click the button to the left of **"Search by Name."**
2. Click on the **"Additional Search Criteria"** button.

This screenshot is identical to the one above, but with a mouse cursor pointing to the "Additional Search Criteria" button.

3. By selecting the **"Additional Search Criteria"** button, as shown in the previous figure, you will then be prompted to enter at least one letter for the first name and two letters for the last name. If this does not provide you with the correct entry, or if your search results are too large, you can refine and rerun your search by using a birth date range.



### IPV Search

Search By SSN: Name:

First Name: [c] Last Name: [TH]

Hide Search Criteria

Date of Birth

Start Date [01151944] (MMDDYYYY) End Date [05241972] (MMDDYYYY)

Search

[Logoff](#)

4. To enter the starting birth date in your range request, following the words “**Start Date**” enter a beginning birth date : *mmddyyyy* format.
5. In the space following “**End Date**” enter an ending birth date: *mmddyyyy* format.
6. Select “**Search.**”

---

## Section 3.00: Understanding The New Enhanced IPV Detail and History Section

### 3.01

Whether you search by SSN, Name or by using the Additional Search Criteria, your search results will be similar to:

### Search Results

Last, First	SSN	DOB	Entry Date	#	Dis Date	Case Type	FIPS Code
<a href="#">CAREY, THOMAS M</a>	456781234	07/29/1952	4/30/2008 10:33:23 AM	1	04/01/2008	FoodStamps	0033 <a href="#">Edit</a> <a href="#">History</a>
<a href="#">CAREY, THOMAS M</a>	456781234	07/29/1952	4/30/2008 10:34:30 AM	1	99/99/9999	CalWORKs	0033 <a href="#">Edit</a> <a href="#">History</a>

[Logoff](#)

---

### 3.02

**Explanation of Search Results:** IPV search results are displayed in information columns:

1. “**Last, First**” refers to the name(s) associated with the SSN you entered.
2. “**SSN**” is the Social Security Number which was searched.
3. “**DOB**” is the Date of Birth associated with the name listed in the line you are reviewing.
4. “**Entry Date**” displays the date and time when a California entry was submitted to the database.
5. “**#**” identifies which number of disqualification entered into the IPV system related to this client.
6. “**Dis Date**” displays the effective date of disqualification.
7. “**Case Type**” indicates whether the IPV is related to the Food Stamps or CalWORKs program.

8. **“FIPS Code”** is the county’s identifying code. If you hold the cursor on that field, the name and phone number of the county IPV Coordinator will be displayed.
9. **“Edit”** and **“History”** tabs are shown for all California entries.
10. Clicking on **“Edit”** allows the user to change the data on that entry (See Section 6.01 for a view of a blank entry form).
11. Clicking on the **“History”** tab will display each entry for a client in reverse date order. (See Section 7.00).

**3.03**

The online IPV system allows users to drill down and view details related to a specific IPV sanction. To drill down to a more detailed level, click on the subject’s name.

**3.04**

**Search Results:** You will then be provided with search results similar to:

## Intentional Program Violation

[Search](#)     [New Ipv Entry](#)

**IPV Details for SSN 456781234**

[Back](#)   [Edit](#)

First Name: THOMAS	Last Name: CAREY	MI: M	Sex: F
Date Rendered: 02152008	Disq Length: 12	Effective Date: 04012008	Type of Offense: B
SSN: 456781234	DOB: 07291952	Disq #: 1	Type: Food Stamps
State: CA	County: 0033		

Some of the detailed information contained within this screen includes:

1. The **Decision Rendered Date** (the date of court decision.)
2. **Disqualification Length** (months remaining outstanding for this disqualification.)
3. **Effective Date** (the date the disqualification was initially entered.)
4. **Type of Offense** (see explanation of codes in Section 7.00.)
5. **Disq #** (an indicator if this is the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> disqualification imposed against the subject)
6. **Type** (program type i.e. Food Stamps or CalWORKs.)
7. **State** (the State which imposed the IPV.)
8. **County** (the FIPS code of the imposing county, see Section 7.04 for a listing of California counties and their FIPS codes.)

2.)

**Hints:**

*IPVs are recorded by program type, Food Stamps or CalWORKs. For the data entry convenience, the on-line system does allow users to select a third option, “**Both**” to denote IPVs crossing program lines. When the **Both** selection has been made, the system will generate the data entry screen twice, once for Food Stamps and then for CalWORKs. The system will generate information, which is duplicated in both programs, such as social security number.*

*If you click on the “**Back**” button you will be taken back to the “**Search Results**” screen.*

*If you wish to begin a completely new search, complete the appropriate information and then click on the “**Search**” button at the top of the page.*

*The entries that do not include an “Entry Date” or the words “Edit” or “History” are entries from other states. You may look at those entries but you cannot edit them.*

---

## Section 4.00: Entering a New IPV Entry

4.01

Counties may now enter new IPV violations into the online system. From the main screen, click on “**New IPV Entry**” button.

Intentional Program Violation

[Search](#) [New Ipv Entry](#)

IPV Search

Search By SSN:  Name:

SSN Search

1. First, select the program associated with the IPV:
  - a. For Food Stamps IPV entry, click on the button to the left of the words “**Food Stamps**”.
  - b. For CalWORKs IPV entry, click on the button to the left of the word “**CalWORKs**”.
  - c. If you wish to enter IPV entries for both Food Stamps and CalWORKs, click on the button to the left of the words “**Both Programs.**”
2. The Food Stamps entry will appear first.
3. When user has entered all the data for the Food Stamps entry, click “**Submit and add CalWORKs Violation.**” (See Section 6.02.)
4. Information for fields 1-10 will automatically be filled into the CalWORKs entry so you don’t need to re-enter the data.
5. Now enter all the data required including the new fields below. See sample entry forms on pages 11 and 12.
  - a. Field 13: **Type of Offense** - allows user to enter via a drop down menu a code number or letter for the type of offense. (See Section 7.00.)
  - b. Field 17: **Contact Name** - allows user to include the name of the person responsible for developing the IPV and his/her phone number.
  - c. Field 18: **Comments** - allows the user to add any additional comments into the entry including movement between counties, any out-of-state IPVs, and any other pertinent information. Remember that this is a public document and can potentially be viewed by the public.

6. Once you have completed entering all of the required data, you can either press “**Submit and Add New Data**” or “**Submit and Return to Main Page**”.
- 

### **Section 5.00: Editing Existing IPV Entries**

5.01

The online IPV system will allow users to edit existing (current) IPV California entries. Users are provided with this ability so that they may update entries to reflect changes in sanctions and/or circumstances, such as:

1. To record the transfer of a case to another county.
2. To record when an IPV sanction was restarted following it having been held in abeyance while a client was not eligible for aid.
3. To record other updates including an update in the case: IPV contact information; case/reference number; discovery on an alias name; and to allow users to enter relevant comments into a comment section, which will assist with adjudication, tracking or resolution of IPV sanctions.

Editing of existing IPV entries **do not allow** users to delete the sanction record. To delete a sanction record which was improperly entered, see Section 8.00.

Additionally, historical IPV tracking information is important, therefore, the edit feature **is not to be used** to update sanctions which have expired.

Furthermore, only California generated entries may be edited. When you do an IPV search that generates a list of entries, the entries associated with other states do not include the word “edit” at the end of the entry.

## Section 6.00: Samples of IPV On-Line Screens:

### 6.01 IPV Details Screen

Intentional Program Violation		
<a href="#">Search</a> <a href="#">New Inv Entry</a>		
<b>IPV Details</b>		
Case Type: <input type="radio"/> Food Stamps <input type="radio"/> Cal WORKs <input type="radio"/> Both Programs		
(1) State Code: 06	(2) County Name: ...	(3) County FIPS Code:
(4) Social Security Number: <input type="text"/>	(5) Date of Birth: <input type="text"/> <i>MMDDYY</i>	(6) Sex: <input type="text"/>
(7) Last Name: <input type="text"/>	(8) First Name: <input type="text"/>	(9) MI: <input type="text"/> (10) Alias: <input type="text"/>
(11) County Reference Number: <input type="text"/> <i>(Enter Your County's Reference or Case Number)</i>	(12) Date Disqualification Was Rendered: <input type="text"/> <i>MMDDYY</i>	
(13) Type of Offense: <input type="text"/> <i>CalWORKs (01-02) Food Stamps (A-F)</i>	(14) Disqualification Offense #: <input type="text"/> <i>1 - First Offense 2 - Second Offense 3 - Third or Subsequent Offense</i>	(15) Length of Disqualification: <input type="text"/> <i>Enter The Number Of Months 05 - 6 Months 12 - 12 Months</i>
(16) Effective Date of Disqualification: <input type="text"/> <i>MMDDYY</i>	(17) Contact Name: <input type="text"/>	
(18) Comments: <input type="text"/>		
<input type="button" value="Submit and Add New Data"/>		<input type="button" value="Submit and Return to Main Page"/>

## Intentional Program Violation

[Search](#)

[New Ipv Entry](#)

### IPV Details

<b>Case Type:</b>					
<input type="radio"/> Food Stamps		<input type="radio"/> Cal WORKs		<input checked="" type="radio"/> Both Programs	
<i>Food Stamps Disqualification</i>					
(1) State Code: 06		(2) County Name: ...		(3) County FIPS Code:	
(4) Social Security Number: <input type="text"/>		(5) Date of Birth: <input type="text"/> <i>MMDDYYYY</i>		(6) Sex: <input type="text"/>	
(7) Last Name: <input type="text"/>		(8) First Name: <input type="text"/>		(9) MI: <input type="text"/>	(10) Alias: <input type="text"/>
(11) County Reference Number: <input type="text"/> <i>(Enter Your County's Reference or Case Number)</i>			(12) Date Disqualification Was Rendered: <input type="text"/> <i>MMDDYYYY</i>		
(13) Type of Offense: <input type="text"/> <i>CalWORKs (01-02) Food Stamps (A-F)</i>		(14) Disqualification Offense #: <input type="text"/> <i>1 - First Offense 2 - Second Offense 3 - Third or Subsequent Offense</i>		(15) Length of Disqualification: <input type="text"/> <i>Enter The Number Of Months 00 - 0 Months 12 - 12 Months</i>	
(16) Effective Date of Disqualification: <input type="text"/> <i>MMDDYYYY</i>			(17) Contact Name: <input type="text"/>		
(18) Comments: <input type="text"/>					

Submit And Add CalWORKS Violation

## Section 7.00: Sample IPV Transaction History Reports

7.01

IPV Transaction History Screen

### Intentional Program Violation

[Search](#)

[New Ipv Entry](#)

#### IPV Transaction History

[Back](#)

Transaction Type:	Ipv Insert	Case Type:	F				
State Code	06	County Fips Code:	0033	County Name:	LAKE		
Social Security Number:	456781234	Date of Birth:	07/29/1952	Sex:	F		
Last Name:	CAREY	First Name:	THOMAS	MI:	M	Alias:	Jackson
County Referenece Number:	01567891M	Date Disqualification Was Rendered:	02/15/2008				
Type of Offense:	B	Disqualification Offense #:	1	Length of Disqualification:	12		
Effective Date of Disqualification:	04/01/2008	Entry Generated By:	Theresa Carey	Entry Date:	4/30/2008 10:33:23 AM		
Comments:	Thomas has moved several times.	Contact Name:	Theresa Carey (916) 263-7332				

[Logoff](#)



## Section 7.00: Samples of IPV Reports and Data Entry Tables

7.02:

### Penalties for CalWORKs Sanctions

#### Penalties for violations committed after January 1, 1998

Type of Offense	Code (Field 13)	Offense # (Field 14)	Length of Disqualification (Field 15)					
			6 months	12 months	24 months	48 months	60 months	99 permanent
Purposely not giving all the facts to get aid	01	1st, 2nd, or 3rd Offense	1st offense	2nd offense				3rd Offense
Felony conviction when overpayment is less than \$2,000 /penalty not permanent	02	1st, 2nd, or 3rd Offense			1st offense			
Duplicate application for the same type of aid, for the same period of time	03	1st, 2nd, or 3rd Offense			1st offense	2nd offense		3rd Offense
Felony conviction when overpayment is between \$2,000 and \$5,000 / penalty not permanent	04	1st, 2nd, or 3rd Offense					1st offense	
Giving false documentation for children who are not eligible or do not exist	05	1st, 2nd, or 3rd Offense						1st offense
Lying about your place of residence to receive aid in two or more counties/states	06	1st, 2nd, or 3rd Offense						1st offense
Felony conviction for receiving or attempting to get more than \$5,000 in cash aid	07	1st, 2nd, or 3rd Offense						1st offense
Fraudulently receiving more than \$10,000 in cash aid	08	1st, 2nd, or 3rd Offense						1st offense

#### Penalties for violations committed before January 1, 1998

Type of Offense	Code (Field 13)	Offense # (Field 14)	Length of Disqualification (Field 15)					
			6 months	12 months	24 months	48 months	60 months	99 permanent
Purposely not giving all the facts to get aid	09	1st, 2nd, or 3rd Offense	1st offense	2nd offense				3rd Offense
Duplicate application or false documentation	10	1st, 2nd, or 3rd Offense			1st offense	2nd offense		3rd offense

The offenses and corresponding penalty periods are referenced in the California Department of Social Services' (CDSS) Manual of Policies and Procedures, Division 20.

Penalties for Food Stamp Violations

Penalties for Food Stamp Violations

Type of Offense	Code (Field 13)	Offense # (Field 14)	Length of Disqualification (Field 15)					
			6 months	12 months	24 months	48 months	120 months	99 permanent
Purposely not giving all the facts to get Food Stamps or violating any Food Stamp or state statute relating to Food Stamp benefits.	+	1st, 2nd, or 3rd Offense		1st offense	2nd offense			3rd Offense
Trading food stamp benefits for a controlled substance - administrative finding	B	1st, 2nd, or 3rd Offense			1st offense			2nd offense
Any trafficking for food stamp benefits of \$500 or more - administrative finding	C	1st, 2nd, or 3rd Offense						1st offense
Trading benefits for firearms, ammunition, or explosives - administrative finding	D	1st, 2nd, or 3rd Offense						1st offense
Falsifying identity or residence of individual in order to receive multiple food stamp benefits simultaneously - administrative finding	E	1st, 2nd, or 3rd Offense					1st offense	

The offenses and corresponding penalty periods are referenced in the California Department of Social Services' (CDSS) Manual of Policies and Procedures, Division 20.

The periods of disqualifications may be overridden by court decision and adjusted for time served.

### County FIPS Codes

County Name	FIPS Code	County Name	FIPS Code
Alameda	0001	Placer	0061
Alpine	0003	Plumas	0063
Amador	0005	Riverside	0065
Butte	0007	Sacramento	0067
Calaveras	0009	San Benito	0069
Colusa	0011	San Bernardino	0071
Contra Costa	0013	San Diego	0073
Del Norte	0015	San Francisco	0075
El Dorado	0017	San Joaquin	0077
Fresno	0019	San Luis Obispo	0079
Glenn	0021	San Mateo	0081
Humboldt	0023	Santa Barbara	0083
Imperial	0025	Santa Clara	0085
Inyo	0027	Santa Cruz	0087
Kern	0029	Shasta	0089
Kings	0031	Sierra	0091
Lake	0033	Siskiyou	0093
Lassen	0035	Solano	0095
Los Angeles	0037	Sonoma	0097
Madera	0039	Stanislaus	0099
Marin	0041	Sutter	0101
Mariposa	0043	Tehama	0103
Mendocino	0045	Trinity	0105
Merced	0047	Tulare	0107
Modoc	0049	Tuolumne	0109
Mono	0051	Ventura	0111
Monterey	0053	Yolo	0113
Napa	0055	Yuba	0115
Nevada	0057		
Orange	0059		

## Section 8.00: Deletion of IPV Entries

### 8.01

Once an IPV has been entered into the Online IPV Database, only the CDSS IPV Coordinator can delete the record. This feature was enacted to assure that users are provided with historical information about IPV sanction entries.

IPV records will only be deleted when the IPV Coordinator has been advised by the County IPV Coordinator, or other authorized individual, that the IPV was entered in error.

To request the deletion of an IPV entry, the below **IPV Deletion Request Form** must be completed and forwarded to the CDSS IPV Coordinator via email. The CDSS IPV Coordinator's email address is:

[IPVCoordinator@dss.ca.gov](mailto:IPVCoordinator@dss.ca.gov)

OR: (916) 263-5707 (fax)

---

**INTENTIONAL PROGRAM VIOLATION (IPV)  
DELETION REQUEST FORM**

**CASE TYPE:**

Food Stamps

CalWORKs

Both Programs

(1) State Code 06	(3) County Name:	
(4) Social Security Number:	(5) Date of Birth: MM DD YYYY	(6) Sex <input type="checkbox"/> M <input type="checkbox"/> F
(12) Date Disqualification Was Rendered:  MM DD YYYY	(14) Disqualification Offense #: 1 - First Offense <input type="checkbox"/> 2 - Second Offense 3 - Third or Subsequent Offense	
(15) Length of disqualification: Enter The Number of Months <input type="checkbox"/> 06 = 6 Months 12 = 12 Months	(16) Effective Date of Disqualification:	

**Reason for Deletion:**

- Record Created in Error
- Order Rescinded
- Undocumented Individual

Name	Date	
Title	Phone Number	Reference Number

Once Completed, Email To: [IPVCoordinator@dss.ca.gov](mailto:IPVCoordinator@dss.ca.gov)

**OFFICIAL USE ONLY**

Date Received:	Date Entry Deleted:
Data Entered By:	

# Section 9.00: Adding and/or Deleting IPV System Users

9.01

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

## INTENTIONAL PROGRAM VIOLATION (IPV) ONLINE AUTOMATION SYSTEM REQUEST FOR ADDING/DELETING A COUNTY USER

ADD USER

DELETE USER

County:

Staff System User:

Title:

Email Address:

Phone Number:

( )

Approved By:

Signature:

Email Address:

Phone Number:

( )

Once Completed, Email to: [IPVCoordinator@dss.ca.gov](mailto:IPVCoordinator@dss.ca.gov)

### OFFICIAL USE ONLY

Date Received:

Date User Added/Deleted:

Data Entered By:

## Section 10.00: Frequently Asked Questions and System Help Information

1. Why can't I access/edit all of the entries in the Food Stamp Search page?  
**Answer:** We can only edit entries that originate in California. (See Section 5.00.)
2. Why do I need to enter a Penalty Code? This was never necessary before.  
**Answer:** A Penalty Code List was generated so it would be easier for the county worker to see at a glance what offense was committed. It will also be useful for generating statistical information. (See Section 7.00.)
3. What is a FIPS Code and why do I need to enter that?  
**Answer:** A FIPS Code is generated by taking your county code, doubling it and subtracting 1 (for example, Sacramento (County 34) has a FIPS Code of 67 (34 x 2 – 1). Generating a FIPS Code is something that was mandated by FNS for Food Stamps and was carried over to CalWORKs. (See Section 7.00.)
4. Why do I need a Transaction History Screen?  
**Answer:** A Transaction History Screen presents all of the entries associated with a particular client. Sometimes a client moves from county to county or moves on/off aid. A Transaction History Screen allows the county worker to see the movement of any particular client. The most recent entry is listed at the top followed in date order. Eventually we would like to highlight the changed entry for easier use by the county worker.
5. Why do I need to be concerned about the Garcia Decision when entering the effective date of disqualification on a Food Stamp entry?  
**Answer:** The Garcia Decision concerns imposing the effective disqualification date for IPV's in the Food Stamp program. See ACL 95-81 for specifics regarding the time frames for implementing sanctions.
6. How do I enter information when the client is not a legal citizen?  
**Answer:** Field # 4 (Social Security Number) only allows numerals to be entered. Any decision for defining someone who is not a legal citizen would be a county decision.
7. Can I act on the information that I see on the system?  
**Answer:** The information in the database is only as accurate as the information entered. The IPV Coordinator's contact information is displayed on the Search Screen for additional information. (See Section 3.02.)
8. Can I delete a record that should not be in the system?  
**Answer:** This is a function that will be handled by the State IPV Coordinator. Complete the Deletion Request Form and forward it to the State IPV Coordinator. (See Section 8.00.)
9. Why do I get thrown back to the "log in" screen periodically?  
**Answer:** If there has not been any activity on the IPV site for ten minutes, the program times out and will not allow you to continue without logging in again. Remember, IPV information is confidential; follow all the rules to protect confidential information.

## INTENTIONAL PROGRAM VIOLATION (IPV) DELETION REQUEST FORM

**CASE TYPE:**
 **Food Stamps**
 **CalWORKs**
 **Both Programs**

(1) State Code 06		(3) County Name:	
(4) Social Security Number:		(5) Date of Birth:	(6) Sex
		MM DD YYYY	<input type="checkbox"/> M <input type="checkbox"/> F
(12) Date Disqualification Was Rendered:		(14) Disqualification Offense #:	
MM DD YYYY		<input type="checkbox"/> 1 - First Offense 2 - Second Offense 3 - Third or Subsequent Offense	
(15) Length of disqualification: Enter The Number of Months 06 = 6 Months 12 = 12 Months		(16) Effective Date of Disqualification:	

**Reason for Deletion:**
 **Record Created in Error**
 **Order Rescinded**
 **Undocumented Individual**

Name		Date
Title	Phone Number	Reference Number

 Once Completed, Email To: [IPVCoordinator@dss.ca.gov](mailto:IPVCoordinator@dss.ca.gov)
**OFFICIAL USE ONLY**

Date Received:	Date Entry Deleted:
Data Entered By:	



**INTENTIONAL PROGRAM VIOLATION (IPV)  
ONLINE AUTOMATION SYSTEM  
REQUEST FOR ADDING/DELETING A COUNTY USER**

---

---

**ADD USER**

**DELETE USER**

**County:**

**Staff System User:**

**Title:**

**Email Address:**

**Phone Number:**

(    )

**Approved By:**

**Signature:**

**Email Address:**

**Phone Number:**

(    )

Once Completed, Email to: [IPVCoordinator@dss.ca.gov](mailto:IPVCoordinator@dss.ca.gov)

---

**OFFICIAL USE ONLY**

**Date Received:**

**Date User Added/Deleted:**

**Data Entered By:**

---

---