



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

November 29, 2017

ALL COUNTY LETTER (ACL) NO. 17-117

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL COUNTY CALFRESH PROGRAM SPECIALISTS
ALL CONSORTIUM PROJECT MANAGERS
ALL COUNTY SPECIAL INVESTIGATIVE UNIT CHIEFS

SUBJECT: IMPLEMENTATION OF THE FRAUD INVESTIGATION QUARTERLY STATISTICAL ACTIVITY REPORT (DSS 466); REPLACING THE MONTHLY FRAUD INVESTIGATION ACTIVITY REPORT (DPA 266)

REFERENCES: [SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM FNS-366B PROGRAM ACTIVITY STATEMENT](#);
[ACL NO. 04-25 REVISED FRAUD INVESTIGATION ACTIVITY REPORT \[DPA 266 \(7/04\)\] DATED JULY 6, 2004](#)

The purpose of this letter is to announce that as of October 1, 2017 the California Department of Social Services (CDSS) has implemented a new report, the DSS 466, Fraud Investigation Quarterly Statistical Activity Report, (DSS 466). This report replaces the monthly DPA 266, Fraud Investigation Activity Report (DPA 266). This change in reporting will enable CDSS to comply with new fraud investigation activity data requirements mandated by the federal Food and Nutrition Service (FNS). The new quarterly report will assist county and state efforts by integrating CalFresh and CalWORKs fraud activity reporting.

Changes in Federal Reporting Requirements

The CDSS was notified by the Food and Nutrition Service on August 12, 2016, of revisions to the federal FNS-366B Program Activity Statement that was effective

October 1, 2016. The FNS-366B report collects Supplemental Nutritional Assistance Program (CalFresh in California) statewide statistics regarding certification, fair hearings, fraud investigations, ADH (Administrative Disqualification Hearings) and prosecution activities. CDSS currently completes the FNS-366B with data provided by counties on the monthly DPA 266 report. However, the revised FNS-366B requires data that is not currently captured on the DPA 266 report.

FNS-366B Data Elements Unsupported by the DPA 266 Report

The following data elements required on the federal FNS-366B report that are not available on the current DPA 266 report are:

- Separate reporting for investigations, administrative disqualifications, and prosecutions for CalFresh eligibility and trafficking cases.
- The average number of days per completed CalFresh eligibility and trafficking investigation.
- Estimated dollar value of benefits that may be recovered following an upheld ADH, signed ADH waiver, prosecution, or signed disqualification consent agreement.
- Average number of days from referral for prosecution to disposition.

Because the DPA 266 report does not capture all data elements required by the FNS-366B report, CDSS sought to determine the best practices to address this issue. CDSS conducted surveys and workgroups with counties, consortia, County Welfare Directors Association (CWDA), and the California Welfare Fraud Investigators Association (CWFIA). It was determined, that due to the variety and difference of systems used statewide to track fraud investigation activities, it would be each county's responsibility to track and submit the aforementioned data required by FNS. Depending on the consortium used, ad hoc reports or other manual methodologies may be necessary to produce the data required by FNS.

Discontinuance of the DPA 266 and Implementation of the DSS 466

Effective September 30, 2017, the DPA 266 report was discontinued. Therefore, the final monthly submission for the DPA 266 was September 2017. The DSS 466 report became effective October 1, 2017, with its first report quarter as October – December 2017. This enables counties to utilize one form for reporting both the state and federal fraud activity data to CDSS. An online electronic version of the DSS 466 report will be available by January 1, 2018. However, counties will track data from October 1, 2017, for the first quarterly submission due in January 2018. The first quarterly report, consisting of October, November, and December 2017 shall be electronically submitted by counties to CDSS by January 15, 2018.

Thereafter, counties will submit the DSS 466 report on the 15th calendar day of the month following each federal fiscal quarter as follows:

- October – December report quarter, due January 15
- January – March report quarter, due April 15
- April – June report quarter, due July 15
- July – September report quarter, due October 15

If the DSS 466 report's due date is on a weekend, state or federally recognized holiday, the report is due the next business day.

DPA 266 Revisions

Counties may still be allowed to make revisions on the DPA 266. In the event a county identifies DPA 266 data which requires a revision to a DPA 266 report submitted through September 2017, or in a previous month, a revised DPA 266 report shall be submitted to the DPA 266 email inbox (admdpa266@dss.ca.gov). Deadline to submit a revised DPA 266 is December 31, 2017.

DSS 466 Completion and Submission

To complete the electronic DSS 466 report, counties shall download a copy of the DSS 466 form from the CDSS Data Systems and Survey Design Bureau (DSSDB) website found at <http://www.cdss.ca.gov/inforesources/Research-and-Data/DSSDB>. If the county worker needs assistance, the electronic form contains links to the DSS 466 report instructions. All counties are required to submit the report via email to DSSDB at admdss466@dss.ca.gov by the 15th calendar day of the month following the report quarter. The DSS 466 report form and instructions are attached in PDF as reference material.

The CDSS will continue to report CalFresh data to the United States Department of Agriculture (USDA) by completing and transmitting the FNS-366B form

If you have program integrity related questions, please direct them to the CDSS Program Integrity and Automation Branch at (916) 653-1826. If you have questions regarding completion of the DSS 466 form, please contact DSSDB at (916) 651-8269 or admdss466@dss.ca.gov.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Family Engagement and
Empowerment Division

Original Document Signed By:

KÄREN DICKERSON
Deputy Director
Administration Division

Attachments

Fraud Investigation Quarterly Statistical Activity Report DSS 466

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/inforesources/Research-and-Data/DSSDB>

EMAIL COMPLETED REPORT FORM TO:
admdss466@dss.ca.gov

COUNTY NAME		VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED		REPORT QUARTER		REPORT YEAR	
PART A. Fraud Investigations: Eligibility Early Fraud				CalFresh (A)		CalWORKs (B)	
				Quarter Total		Quarter Total	
1.	Investigations concluded during the quarter with evidence found to reduce, deny, or discontinue benefits	1		2			
2.	Investigations concluded during the quarter with no evidence found to reduce, deny, or discontinue benefits	3		4			
3.	Investigations concluded during the quarter with referral to Administrative Disqualification Hearing (ADH) or prosecution	5		6			
4.	Average number of days to conclude investigations during the quarter	7		8			
5.	Investigations pending at the end of the quarter	9		10			
PART B. Fraud Investigations: Eligibility Ongoing Fraud				Quarter Total		Quarter Total	
6.	Investigations concluded during the quarter with evidence found to reduce or discontinue benefits	11		12			
7.	Investigations concluded during the quarter with no evidence found to reduce or discontinue benefits	13		14			
8.	Investigations concluded during the quarter with referral for ADH or prosecution	15		16			
9.	Average number of days to conclude investigations during the quarter	17		18			
10.	Investigations pending at the end of the quarter	19		20			
11.	Dollar amount of fraud overissuances/overpayments identified in investigations concluded during the quarter	21		22			
PART C. Fraud Investigations: Trafficking				Quarter Total		Quarter Total	
12.	Investigations concluded during the quarter with referral for ADH or prosecution	23					
13.	Investigations concluded during the quarter with no referral for ADH or prosecution	24					
14.	Average number of days to conclude investigations during the quarter	25					
15.	Investigations pending at the end of the quarter	26					
PART D. Administrative Disqualification Hearings: Eligibility Fraud				Quarter Total		Quarter Total	
16.	Individuals disqualified in ADHs concluded during the quarter	27		28			
17.	Individuals disqualified through ADH waivers signed during the quarter	29		30			
18.	Individuals not disqualified in ADHs concluded during the quarter	31		32			
19.	Dollar amount subject to claim in ADHs concluded during the quarter	33		34			
PART E. Administrative Disqualification Hearings: Trafficking				Quarter Total		Quarter Total	
20.	Individuals disqualified in ADHs concluded during the quarter	35					
21.	Individuals disqualified through ADH waivers signed during the quarter	36					
22.	Individuals not disqualified in ADHs concluded during the quarter	37					
23.	Dollar amount subject to claim in ADHs concluded during the quarter	38					
PART F. Prosecutions: Eligibility Fraud				Quarter Total		Quarter Total	
24.	Individuals disqualified in prosecutions concluded during the quarter	39		40			
25.	Individuals disqualified through Disqualification Consent Agreements (DCAs) signed during the quarter	41		42			
26.	Individuals not disqualified in prosecutions concluded during the quarter	43		44			
27.	Dollar amount subject to claim in prosecutions concluded during the quarter	45		46			
PART G. Prosecutions: Trafficking				Quarter Total		Quarter Total	
28.	Individuals disqualified in prosecutions concluded during the quarter	47					
29.	Individuals disqualified through DCAs signed during the quarter	48					
30.	Individuals not disqualified in prosecutions concluded during the quarter	49					
31.	Dollar amount subject to claim in prosecutions concluded during the quarter	50					
PART H. Prosecutions: Combined				Quarter Total		Quarter Total	
32.	Average number of days to conclude prosecutions during the quarter	51					
COMMENTS							
General Comments							
Revised Report Explanation <i>If this is a Revised report, this box must be completed. If this is an Initial report, this box must be blank. Revisions should be submitted within the current Federal Fiscal Year.</i>							
CONTACT INFORMATION							
CONTACT PERSON		TELEPHONE			EXTENSION		
JOB TITLE/CLASSIFICATION		EMAIL			DATE SUBMITTED		

**FRAUD INVESTIGATION
QUARTERLY STATISTICAL ACTIVITY REPORT
DSS 466 (10/17)**

CONTENT

The quarterly DSS 466 report contains statistical information on California Work Opportunity and Responsibility to Kids (CalWORKs) and CalFresh cases where reasonable grounds to suspect welfare fraud has resulted in an investigation. Cases are investigated by the county Special Investigative Unit (SIU). Eligibility data is tracked for both the CalFresh and CalWORKs programs. Trafficking data is tracked for CalFresh only, as trafficking is unique to CalFresh and does not apply to CalWORKs.

The DSS 466 provides data on the following:

- Disposition of investigations
- Fraud overpayments/overissuances identified through an investigation
- Criminal complaints filed by prosecutors and their dispositions
- Cases referred for Administrative Disqualification Hearing (ADH) and their dispositions
- Average number of days to complete or conclude an investigation or prosecution

The DSS 466 also tracks the dollar value of benefits that may be recovered following an upheld ADH, signed ADH waiver, prosecution, or signed Disqualification Consent Agreement (DCA) for both CalFresh and CalWORKs.

PURPOSE

The DSS 466 provides the California Department of Social Services (CDSS) and the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) with welfare fraud investigation and prosecution activity information. In California these activities are conducted by SIUs. To measure these efforts, the DSS 466 data is used to (a) evaluate the effectiveness of fraud prevention/detection programs; (b) evaluate the effectiveness of local agencies in applying fraud prevention/detection policies; and (c) plan with local agencies on any needed changes. Information collected in the CalFresh column is used to prepare the quarterly federal FNS Program and Budget Summary Statement Part B - Program Activity Statement (FNS-366B). The DSS 466 also provides county, state, and federal entities with information needed for budgeting, staffing, and program planning.

COMPLETION AND SUBMISSION

The county welfare department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be submitted via email to CDSS Data Systems and Survey Design Bureau (DSSDB) at admdss466@dss.ca.gov on or before the 15th calendar day of the month following the report quarter:

- October – December report quarter, due January 15
- January – March report quarter, due April 15
- April – June report quarter, due July 15
- July – September report quarter, due October 15

If the DSS 466 due date is on a state holiday or weekend, submit the report the next business day. Revisions should be submitted within the same federal fiscal year.

To complete the electronic form, counties are to download a copy of the DSS 466 form from the DSSDB website by using the following link: <http://www.cdss.ca.gov/inforesources/Research-and-Data/DSSDB>. The electronic form contains the links to the instructions.

If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269 or admdss466@dss.ca.gov. The statewide and county specific DSS 466 data is available on the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>. CWDs are encouraged to review their data on the website each quarter to confirm the county's data coincides with the data on file at CDSS.

In the boxes at the top of the form enter the county name, the report quarter, and the report year. Enter the data required for each item. If there is nothing to enter for an item, enter "0." **Do not leave any items blank.** Utilize the General Comments box to explain when "0" represents unknown rather than no activity.

In the boxes at the bottom of the form the name, job title or classification, telephone, and email address of the person to contact if there are questions about the report. This may or may not be the person who completed the report. Enter the date the report was emailed to CDSS.

COLUMN INSTRUCTIONS

Enter data in the CalFresh Column A when the result pertains to the CalFresh program. Enter data in the CalWORKs Column B when the result pertains to the CalWORKs program. When a result pertains to both the CalFresh and CalWORKs programs, enter the CalFresh data in Column A and the CalWORKs data in Column B.

PART INSTRUCTIONS

Fraud Investigations, Parts A, B, and C

For both CalFresh and CalWORKs, an allegation of fraud is not a request for investigation until a county accepts the request with the intent of assigning it for investigative activity. Do not include match processing activity, clearing a case through the Department of Justice, or preliminary review prior to requesting an investigation. In Fraud Investigations Parts A, B, and C, data reflects investigation activity of individuals suspected of eligibility fraud and/or trafficking benefits. Investigations are an effort by designated investigators (or investigator's representatives) to develop a record of fact used to determine whether sufficient documentary evidence of fraud or abuse exists to warrant civil, criminal, or administrative legal action against an individual. Investigations are not an eligibility worker activity to verify information obtained through a data match at certification or recertification unless additional action by an investigator is required.

Each investigation (case) must be entered separately either in Eligibility Fraud (Part A or B) or Trafficking (Part C), and when combined the same case should be simultaneously entered in both the CalFresh and CalWORKs columns. Part C does not contain a CalWORKs data column as trafficking is exclusive to CalFresh. A case wherein multiple people are investigated is counted as one case. Cases and investigations are defined and used interchangeably in Parts A, B, and C.

Administrative Disqualification Hearings, Parts D and E

Parts D and E report outcomes of all persons referred for ADH, including those not found to have committed an Intentional Program Violation (IPV). A case may have multiple individuals, and each outcome of those individuals is to be reported in Part D for CalFresh and CalWORKS cases, and Part E for trafficking. It is possible for multiple individuals (from one case) to each be individually be reported (simultaneously) in the CalFresh and CalWORKS columns in Parts D, including Part E for trafficking. An ADH reflects action taken against individuals referred to the ADH process to substantiate and pursue an IPV.

PART INSTRUCTIONS (Continued)

Each ***individual*** must be entered in either Part D, Eligibility Fraud or Part E, Trafficking, and when applicable, combined (the same individual can be simultaneously entered in both the CalFresh and CalWORKs columns). Part E does not contain a CalWORKs data column as trafficking is exclusive to CalFresh.

Prosecutions, Parts F and G

Parts F and G report outcomes of all persons referred for prosecution. Count each accused person who was prosecuted or signed a DCA individually. For both CalFresh and CalWORKs, a prosecution reflects action taken against individuals referred for civil or criminal prosecution after an investigation yielded sufficient evidence to substantiate and pursue an IPV through the appropriate court of jurisdiction.

Each ***individual*** must be counted in either Part F, Eligibility Fraud or Part G, Trafficking, and when applicable, combined (the same individual can be simultaneously entered in both the CalFresh and CalWORKs columns). Part G does not contain a CalWORKs data column as trafficking is exclusive to CalFresh. Parts F and G report outcomes of all persons referred for prosecution.

NOTE: When a case is being prosecuted, the average number of days for concluded prosecutions will start from the initial referral to prosecution.

TRAFFICKING: Trafficking data reflects activity of individuals suspected of trafficking: see 7 CFR §271. 2 Definitions. Parts C, E, and G are designated for CalFresh trafficking data.

ITEM INSTRUCTIONS

PART A. Fraud Investigations: Eligibility Early Fraud

Early fraud: These are investigations completed within 60 days from application, recertification, adding a new member to the household, or during an inter-county transfer. Early fraud applies to CalFresh investigations in Cells 1, 3, 5, 7, and 9 and to CalWORKs investigations in Cells 2, 4, 6, 8, and 10.

Eligibility fraud: These are investigated individual(s) suspected of intentionally making a false or misleading statement, or misrepresenting, concealing, or withholding facts at application, required reporting, or recertification period with the intent to influence a CalFresh or CalWORKs eligibility determination. Throughout the DSS 466, cases are also defined as investigations.

1. Investigations concluded during the quarter with evidence found to reduce, deny, or discontinue benefits: Enter the number of eligibility early fraud investigations (cases) that concluded with a finding of sufficient evidence to reduce, deny, or discontinue benefits. A case may have multiple individuals, but should only be entered as one investigation. *[Cells 1-2]*.
2. Investigations concluded during the quarter with no evidence found to reduce, deny, or discontinue benefits: Enter the number of eligibility early fraud investigations that concluded without a finding of sufficient evidence to reduce, deny, or discontinue benefits. This includes investigations where allegations/suspensions are not corroborated, allegations/suspensions are corroborated but do not impact eligibility/benefit allotment, and investigations that are canceled or suspended without a final determination of guilt. A case may have multiple individuals, but should only be entered as one investigation. *[Cells 3-4]*
3. Investigations concluded during the quarter with referral to Administrative Disqualification Hearing (ADH) or prosecution: Of the eligibility early fraud investigations entered in Item 1, enter the number of concluded investigations (cases) that resulted in the referral for an ADH or prosecution due to a suspected IPV. Count only investigations, not individuals. For example, if a single investigation of a household leads to the referral of multiple individuals for ADH or prosecution, count the referral only once. ADH and prosecution outcomes for individuals are entered in Part D and Part F, respectively; however, the referrals are entered in Part A, Item 3. *[Cells 5-6]*

ITEM INSTRUCTIONS (Continued)

4. Average number of days to conclude investigations during the quarter: Enter the average length in days of all eligibility early fraud investigations. Calculate the average number of days separately for CalFresh and CalWORKs cases. Determine for each eligibility fraud investigation the total days from the day a case was referred for investigation to the day the investigation concluded and/or was canceled. Sum together the individual investigation lengths, then divide this sum by the total of Items 1 and 2 (CalFresh Cells 1 and 3 and then separately for CalWORKs Cells 2 and 4). If a case is a combined investigation in both CalFresh and CalWORKs simultaneously, time spent (in days) should be tracked for each program or by equivalent appropriate means. For cases that require additional investigation after an ADH or prosecution referral is made, consider the referral date (to ADH or Prosecution) as the end or conclusion of the case. [Cells 7-8]
5. Investigations pending at the end of the quarter: Enter the number of pending early fraud investigations as of the last day of the report quarter. Pending investigations capture the number of cases without an investigative result during the quarter. This also includes cases that were opened within the quarter and yet to be investigated. [Cells 9-10]

PART B. Fraud Investigations: Eligibility Ongoing Fraud

Ongoing fraud: These are investigations completed beyond 60 days from application. Ongoing fraud applies to CalFresh investigations in Cells 11, 13, 15, 17, 19, and 21 and CalWORKs investigations in Cells 12, 14, 16, 18, 20, and 22. Ongoing fraud investigations can include over payments (CalWORKS) or over issuances (CalFresh) on a closed case.

Eligibility fraud: These are investigated individual(s) suspected of intentionally making a false or misleading statement, or misrepresenting, concealing, or withholding facts at application, required reporting, or recertification period with the intent to influence a CalFresh or CalWORKs eligibility determination.

6. Investigations concluded during the quarter with evidence found to reduce or discontinue benefits: Enter the number of eligibility ongoing fraud investigations that concluded with a finding of sufficient evidence to reduce or discontinue benefits. A case may have multiple individuals but should only be entered as one investigation. [Cells 11-12]

ITEM INSTRUCTIONS (Continued)

7. Investigations concluded during the quarter with no evidence found to reduce or discontinue benefits: Enter the number of eligibility ongoing fraud investigations that concluded without a finding of sufficient evidence to reduce or discontinue benefits. This includes investigations where allegations/suspicious are not corroborated, allegations/suspicious are corroborated, but do not impact eligibility/benefit allotment, and investigations that are canceled or suspended without a final determination of guilt. A case may have multiple individuals but should only be entered as one investigation. [Cells 13-14]
8. Investigations concluded during the quarter with referral for ADH or prosecution: Of the ongoing eligibility investigations entered in Item 6, enter the number of concluded investigations that resulted in the referral for an ADH or prosecution due to a suspected IPV. Count only investigations, not individuals. For example, if a single investigation of a household leads to the referral of multiple individuals for ADH or prosecution, count the referral only once. ADH and prosecution outcomes for individuals are entered in Part D and Part F, respectively. [Cells 15-16]
9. Average number of days to conclude investigations during the quarter: Enter the average length in days of all ongoing eligibility fraud investigations. Calculate the average number of days separately for CalFresh and CalWORKs cases. Determine for each eligibility fraud investigation the total days from the day a case was referred for investigation to the day the investigation concluded and/or was canceled. Sum together the individual investigation lengths, then divide this sum by the total of Item 6 and 7 for CalFresh Cells 11 and 13 and then separately for CalWORKs Cells 12 and 14. If a case is a combined investigation in both CalFresh and CalWORKs simultaneously, time spent (in days) should be tracked for each program or by equivalent appropriate means. For cases that require additional investigation after an ADH or prosecution referral is made, consider the referral date as the conclusion date. [Cells 17-18]
10. Investigations pending at the end of the quarter: Enter the number of pending ongoing investigations as of the last day of the report quarter. Pending investigations capture the number of cases without an investigative result during the quarter. This also includes cases that were opened within the quarter and yet to be investigated. [Cells 19-20]
11. Dollar amount of fraud overissuances/overpayments identified in investigations concluded during the quarter: Enter the dollar amount of overissuances (OI) and overpayments (OP) during the report quarter identified due to completed investigation activity. [Cells 21-22]

ITEM INSTRUCTIONS (Continued)

PART C. Fraud Investigations: Trafficking

For details regarding the definition of trafficking, see Federal Regulation 7 CFR §271. 2:

12. Investigations concluded during the quarter with referral for ADH or prosecution: Enter the number of trafficking investigations (cases) that concluded with a finding of sufficient evidence to refer for ADH and/or prosecution. *[Cell 23]*
13. Investigations concluded during the quarter with no referral for ADH or prosecution: Enter the number of trafficking investigations (cases) that concluded without a finding of sufficient evidence to refer for ADH and/or prosecution. *[Cell 24]*
14. Average number of days to conclude investigations during the quarter: Enter the average length in days of all trafficking investigations (cases) entered in Items 12 and 13 (Cells 23 and 24). Determine for each trafficking investigation the total days from the day the case was referred for investigation to the day the investigation concluded. Sum together the individual lengths, then divide this sum by the total of Cells 23 and 24. For cases that require additional investigation after an ADH or prosecution referral is made, consider the referral date as the conclusion date. *[Cell 25]*
15. Investigations pending at the end of the quarter: Enter the number of pending trafficking investigations (cases) as of the last day of the report quarter. Pending investigations capture the number of cases without an investigative result during the quarter. This also includes cases that were opened within the quarter and yet to be investigated. *[Cell 26]*

PART D. Administrative Disqualification Hearings: Eligibility Fraud

16. Individuals disqualified in ADHs concluded during the quarter: Enter the number of individuals that were disqualified after the ADH hearing officer confirmed the commission of an eligibility fraud IPV. If an individual was disqualified in both CalFresh and CalWORKs, enter in both columns. Do not include ADH waivers. *[Cell 27-28]*

ITEM INSTRUCTIONS (Continued)

17. Individuals disqualified through ADH waivers signed during the quarter: Enter the number of individuals that were disqualified after signing a Waiver of Right to an ADH for an eligibility fraud IPV. If an individual was disqualified in both CalFresh and CalWORKs, enter in both columns. *[Cell 29-30]*
18. Individuals not disqualified in ADHs concluded during the quarter: Enter the number of individuals for whom the hearing official rendered a ruling that did not confirm the commission of an eligibility fraud IPV. *[Cell 31-32]*
19. Dollar amount subject to claim in ADHs concluded during the quarter: Enter the estimated dollar value of benefits that may be recovered due to the eligibility fraud disqualifications counted for CalFresh in Cells 27 and 29 and for CalWORKs in Cells 28 and 30. Sum all individual dollar value determinations and enter the amount within each program (CalFresh and CalWORKs). *[Cell 33-34]*

PART E. Administrative Disqualification Hearings: Trafficking
--

20. Individuals disqualified in ADHs concluded during the quarter: Enter the number of individuals that were disqualified after the ADH hearing officer confirmed the commission of a trafficking IPV. Do not include ADH waivers. *[Cell 35]*
21. Individuals disqualified through ADH waivers signed during the quarter: Enter the number of individuals disqualified after signing a Waiver of Right to an ADH for a trafficking IPV. *[Cell 36]*
22. Individuals not disqualified in ADHs concluded during the quarter: Enter the number of individuals for whom the hearing official rendered a ruling that did not confirm the commission of a trafficking IPV. *[Cell 37]*
23. Dollar amount subject to claim in ADHs concluded during the quarter: Enter the estimated dollar value of benefits that may be recovered due to the trafficking disqualifications counted in Cells 35 and 36. Sum all individual dollar value determinations and enter the recoverable amount. *[Cell 38]*

ITEM INSTRUCTIONS (Continued)

PART F. Prosecutions: Eligibility Fraud

24. Individuals disqualified in prosecutions concluded during the quarter: Enter the number of individuals that were disqualified after a court ruling confirmed the commission of CalFresh eligibility fraud. If an individual was disqualified in both CalFresh and CalWORKs, enter in both columns. Do not include DCAs or similarly enforceable prosecutorial agreements. *[Cells 39-40]*
25. Individuals disqualified through DCAs signed during the quarter: Enter the number of individuals disqualified after signing a DCA or similarly enforceable prosecutorial agreement for CalFresh eligibility fraud. If an individual was disqualified in both CalFresh and CalWORKs, enter in both columns. *[Cells 41-42]*
26. Individuals not disqualified in prosecutions concluded during the quarter: Enter the number of individuals for whom the prosecution resulted in an acquittal, or a ruling insufficient to enforce a disqualification for eligibility fraud. *[Cells 43-44]*
27. Dollar amount subject to claim in prosecutions concluded during the quarter: Enter the estimated dollar value of benefits that may be recovered due to the eligibility disqualifications within CalFresh in Cells 39 and 41 and CalWORKs in Cells 40 and 42. Sum all individual dollar value determinations and enter the amount within each program (CalFresh and CalWORKs). *[Cells 45-46]*

PART G. Prosecutions: Trafficking

28. Individuals disqualified in prosecutions concluded during the quarter: Enter the number of individuals that were disqualified after a court ruling confirmed the trafficking of CalFresh benefits. Do not include DCAs or similarly enforceable prosecutorial agreements. *[Cell 47]*

ITEM INSTRUCTIONS (Continued)

29. Individuals disqualified through DCAs signed during the quarter: Enter the number of individuals that were disqualified after signing a Disqualification Consent Agreement or similarly enforceable prosecutorial agreement for trafficking CalFresh benefits. *[Cell 48]*
30. Individuals not disqualified in prosecutions concluded during the quarter: Enter the number of individuals for whom the prosecution resulted in an acquittal, ruling, or agreement otherwise insufficient to enforce a disqualification for trafficking CalFresh benefits. *[Cell 49]*
31. Dollar amounts subject to claim in prosecutions concluded during the quarter: Enter the estimated dollar value of benefits that may be recovered due to the trafficking disqualifications counted in Cells 47 and 48. Sum all individual dollar value determinations and enter the amount. *[Cell 50]*

PART H. Prosecutions: Combined (Part F and Part G)

32. Average number of days to conclude prosecutions during the quarter: This section “combines” eligibility and trafficking within CalFresh from the totals calculated in Parts F and G. Enter the average length in days of all prosecutions entered in Cells 39, 41, 43, 47, 48, and 49. Determine for each prosecution the total days from the day a case was referred for prosecution to the day the prosecution concluded. Sum together individual prosecution lengths, then divide this sum by the total of Cells 39, 41, 43, 47, 48, and 49. Consider cases concluded the day of conviction, of acquittal, a DCA is signed, an agreement with the court is reached, adjudication is initially deferred, or a similar resolution is reached. If a deferment or agreement is rescinded due to defendant fault, the date of the final resolution may be used when known. If it is learned that the individual had “rescinded” the agreement (in the subsequent quarterly reporting period), it will not be recalculated or reported a second time. When a case is being prosecuted, the average number of days for concluded prosecutions will start from the initial referral to prosecution. *[Cell 51]*

COMMENTS

General Comments: Use this box to:

- Explain any major fluctuations in the data
- Provide any comments the county determines necessary, including major changes in procedures, programming or staffing that have affected the data
- Explain any zeros or blank data sets

Revised Report Explanation: Use this box to explain the reason(s) a revised report is being submitted. If this is a Revised report, this box must be completed. If this is an Initial report (the first report submitted for the report quarter), this box must remain blank.