

105 – DISQUALIFICATIONS

Change # 2-2017

September 1, 2017

I. THIS CHAPTER PROVIDES INSTRUCTIONS AND INFORMATION FOR:

- The Disqualification Inquiry fields;
- The Disqualification Inquiry function keys;
- The Disqualification Contact Detail
- The Disqualification Detail Fields;
- Displaying Disqualification Detail function keys;
- Creating a Disqualification;
- Displaying a Disqualification List;
- Displaying a Disqualification;
- Updating a Disqualification;
- Entering a 'Key' change;
- Transferring a Disqualification;
- Deleting a Disqualification;
- Entering field details using F4 key;
- Searching for an individual ID.

II. OVERVIEW – FOOD AND NUTRITION SERVICES & TANF ONLY

A *disqualification* is a penalty invoked for a person convicted of an Intentional Program Violation. It will restrict a person from receiving benefits for a period of time depending upon the number of disqualifications recorded for the person. EPICS allows the user to display and view all of the known states from which a person has been disqualified, as well as record a new disqualification for an individual.

EPICS sends a file each month to USDA around the 2nd or 3rd of the month. EPICS receives a monthly file (around the 26th of the month) from USDA that contains all other 50 states disqualifications and are loaded into EPICS. The worker may view disqualifications by entering the individual’s social security number on the Disqualification Inquiry screen.

There are two screens that require data entry to record a new disqualification: DISQUALIFICATION INQUIRY screen and the DISQUALIFICATION DETAIL screen.

A. Disqualification Inquiry Field Descriptions

Field	Description	Required	System Generated	Optional
SOCIAL SECURITY NUMBER	9 digit number for the individual’s social security number	X		
SELECTION	1 character code used to select an existing disqualification to view			X
STATE	2 character code identifying the state where the disqualification occurred		X	
DQ NUMBER	Number of offenses		X	
PROGRAM ID	Code identifying which benefit program the individual is being disqualified		X	

B. Disqualification Detail Field Descriptions

FIELD	DESCRIPTION	REQUIRED	SYSTEM GENERATED	OPTIONAL
SOCIAL SECURITY NUMBER	9 digit number for the individual's social security number		X	
NAME	The full name (last name, first name) of the individual being disqualified		X	
ADDRESS	The address of the individual being disqualified		X	
LAST ACTIVITY	Field used to describe the last activity (Add, Change, etc.) and date of the activity made to the disqualification		X	
INDIVIDUAL ID	The individual ID of the person being disqualified (NC Disqualification only)		X	
DATE OF BIRTH	The date of birth for the individual being disqualified		X	
SEX	The sex of the individual being disqualified		X	
DQ STATE	The state where the individual is disqualified from		X	
DQ COUNTY	3 digit number from 000-100 used to identify what county the individual is disqualified from (NC Disqualification only)		X	
DQ INVESTIGATOR	A unique number assigned by the county to identify the investigator assigned to the case (NC Disqualification only)	X		
DQ COUNTY CASE #	7 digit case number used by the county (NC Disqualification only)	X		

ENTERPRISE PROGRAM INTEGRITY CONTROL SYSTEM (EPICS)

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FIELD	DESCRIPTION	REQUIRED	SYSTEM GENERATED	OPTIONAL
XFER DQ COUNTY	3 digit number from 000-100 used to identify where the disqualification is being transferred (NC Disqualification only)			X
REFERRAL ID	10 digit number generated by the system upon creation of a referral (NC Disqualification only)	X		
PROGRAM	The benefit program the individual is being disqualified from		X	
COUNTY CASE #	7 digit case number used by the county (NC Disqualification only)		X	
REF COUNTY	3 digit code between the values of 000 and 100; used to show which county currently owns the referral (NC Disqualification only)		X	
PGM CASE ID	The case ID of the associated program (NC Disqualification only)		X	
REF INVEST	5 character ID that corresponds to the investigator assigned to the referral (NC Disqualification only)		X	
DQ METHOD	1 character code identifying the method by which the disqualification is established (NC Disqualification only)	X		
DQ #	The disqualification number of offense		X	
DQ OFFENSE CODE	A 1 digit alpha code identifying the type of offense	X		
DQ PERIOD	3 character code identifying the length of the disqualification	X		

FIELD	DESCRIPTION	REQUIRED	SYSTEM GENERATED	OPTIONAL
DQ DECISION DATE	The date the disqualification was made	X		
DQ START DATE	The beginning date for the disqualification	X		
DQ END DATE	The ending date for the disqualification		X	
FIPS CODE	A four-digit number indicating the zip code ext.		X	
OFFICE	The county's organizational name responsible for the disqualification verification		X	
TITLE	The title of the division responsible for the disqualification verification		X	
TELEPHONE	The area code and local phone number of the county worker responsible for the disqualification verification		X	
EXT	The phone number extension of the county worker responsible for the disqualification verification		X	
FAX NUM	A 10 digit Fax Number from the County Detail Screen		X	
COMMENTS	Up to 42 characters of free form text brought forward from the County Detail screen and from out of state disqualification if any were entered.		X	
NON NC INFO	Key field used by other states to track information		X	

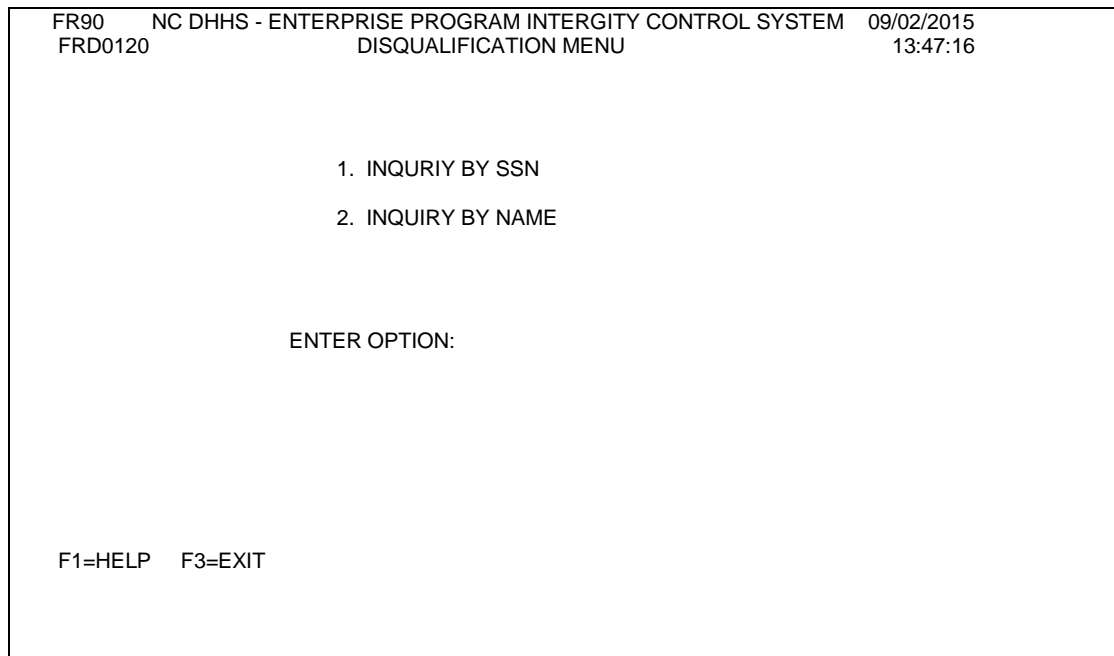
C. Disqualification Detail Function Keys

KEY	Description
F1	To access EPICS on-line help
F2	Screen cannot be cleared during inquiry mode
F3	To exit and return to the Main Menu
F4	To display a list
F5	To transfer the disqualification to a new county
F6	To add a new disqualification (save)
F9	To update a disqualification
F10	To delete a disqualification (State Level only)
F11	To enter a key change
F12	To cancel or return to the previous screen

NOTE: The Shift and F1 key may be pressed at the same time to display the Contact Detail screen if there is no F13 function key.

D. Create A New Disqualification

1. From the **MAIN MENU**, key the number 5 in the **ENTER OPTION** field and press **Enter**. The **DISQUALIFICATION MENU** screen displays.



2. Enter option 1 and press ENTER. The **DISQUALIFICATION INQUIRY** screen is displayed.

FR13 FRD0130	NC DHHS - ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM DISQUALIFICATION INQUIRY	06/29/2004 11:24:41
SOCIAL SECURITY NUMBER: _____ + SELECTION STATE DQ NUMBER PROGRAM		More:
F1=HELP F2=CLEAR F3=EXIT F4=LIST F6=ADD F7=PREV F8=NEXT F12=CANCEL		

3. Enter the SSN in the **SOCIAL SECURITY NUMBER** field of the individual being disqualified and press Enter.

The screen displays eDRS and/or EPICS disqualifications. The state, disqualification number and the program are listed for each disqualification.

If you do not know the debtor's SSN, press the equal sign (=) and F4 key. The Name Search screen displays. You may search in one of four ways which is outlined on the screen. Press ENTER. The Name List screen displays.

NOTE: If no previous disqualification(s) is associated with this Social Security Number, a message displays: NO DISQUALIFICATION RECORD EXISTS.

If there are multiple individuals associated to this social security number a message displays: ENTERED SSN HAS MULTIPLE CLIENTS. INVOKE SEARCH.

4. Press the **F6** function key. The DISQUALIFICATION DETAIL screen displays.

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FR15      NC DHHS - ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM   02/24/2004
FRD0150      DISQUALIFICATION DETAIL                               12:26:23

SSN . . . :                                LAST ACTIVITY:
NAME . . . :
ADDRESS :                                INDIVIDUAL ID :
                                          DATE OF BIRTH:   SEX:

--- DQ INFORMATION ---
DQ STATE.....:                                REFERRAL ID .   PROGRAM ..
DQ COUNTY....:                                COUNTY CASE#:  REF COUNTY:
DQ INVESTIGATOR .
DQ COUNTY CASE#
XFER DQ COUNTY..___
DQ OFFENSE CODE . . +
DQ NUMBER . . . . + <KEY>
DQ METHOD . . . . +
DQ PERIOD . . . . +
DQ DECISION DATE. <KEY>
DQ START DATE . .
DQ END DATE . . .
F1=HELP  F2=CLEAR  F3=EXIT  F4=LIST  F5=XFER DQ COUNTY
F6=ADD   F9=UPDATE F10=DELETE F11=KEY CHANGE F12=CANCEL F13=CONTACT DTL

----- REFERRAL INFORMATION -----
PGM CASE ID :   REF INVEST:
----- CONTACT INFORMATION -----
FIPS CODE . .
OFFICE . . .
TITLE . . . .
TELEPHONE : -   EXT:
FAX NUM . . . -
COMMENTS . .
NON NC INFO :

```

NOTE: The DQ State and DQ County fields will be populated with NC and the county from which the person signed on is located. These fields cannot be modified.

5. Key the referral ID in the **REFERRAL ID** field number for the individual being disqualified and press **Enter**. The Program, County Case #, Ref County, Pgm Case ID and Ref Invest fields populated based on the referred ID entered.

NOTE: Ensure you enter the correct Referral ID number. This value can not be changed once the Disqualification has been successfully added.

6. In the **INVESTIGATOR** field, key the County Case Number assigned to the disqualification. This value may be different from the Ref Invest.
7. In the **DQ COUNTY CASE#** field, key the County Case Number assigned to the disqualification. This value may be different from the County Case #.

NOTE: If you do not enter data in this field, the system automatically populates the County Case # under Referral Information once F6 is pressed.

8. Key the type of offense in the **DQ OFFENSE CODE** field if the program is FS. This field is required if the PROGRAM CODE is FS.

- a. If the PROGRAM CODE is FS and no entry is made during the ADD function or the field is blank for the CHANGE function, the following error message is displayed:
'MANDATORY FIELD DATA IS MISSING'
- b. If the PROGRAM CODE is not FS and an entry is made in the **DQ OFFENSE CODE** field, the following error message is displayed:
'DQ OFF CODE IS NOT ALLOWED, INVALID PROGRAM'
- c. If an invalid **DQ OFFENSE CODE** is entered, the following error message is displayed:
'INVALID DQ OFFENSE CODE'
- d. The valid values for the **DQ OFFENSE CODE** field are:

DQ OFFENSE CODE	DEFINITION
A	Drug Trafficking Conviction Involving Less Than \$500
B	Any Trafficking Conviction (including drugs) Involving \$500 or More
C	Firearms Trafficking Conviction Any Amount
D	Trafficking, Administrative Finding
E	Duplicate participation
F	Application Fraud, Including Non Report of Changes
Z	Other Intentional Program Violations

- 9. Key the method by which the disqualification was established in the **DQ METHOD** field.

NOTE: The Claim Type must be IPV in order to create a Disqualification on the Claim Detail Screen.

The Claim Substantiation Method (also located on the Claim Detail Screen) and the DQ Method must match.

Also, if the Program is TANF/AFDC, the claim must be \$100 or greater.

- 10. Key the length of the disqualification in the **DQ PERIOD** field.
- 11. Key the date the disqualification decision was made in the **DQ DECISION DATE** field.

- 12. Key the beginning date of the disqualification in the **DQ START DATE** field.
- 13. The **REFERRAL INFORMATION** displayed is based on the referral ID number entered.
- 14. The **CONTACT INFORMATION** is displayed based on the information from the County Detail Screen or an out of state disqualification.
- 15. Press the **F6** function key to add the disqualification. A confirmation message displays at the bottom of the screen: *Action completed successfully.*

NOTE: When adding a disqualification, the LAST ACTIVITY field automatically populates with "Add" and the "Current date".

The **END DATE** field is system generated based on the start date and period of the disqualification.

- 16. To exit and return to the **MAIN MENU**, press the **F3** function key. The MAIN MENU displays.

E. Display A Disqualification List

- 1. From the **MAIN MENU**, key the number 5 in the **ENTER OPTION** field and press **Enter**. The DISQUALIFICATION INQUIRY screen displays.

NOTE: If you do not know the code or value for a field, you can use the **F4** function key, which displays a list of codes or values for selection. This field attribute is only available for those fields that contain a + (plus sign) to the right of the field.

FR90	NC DHHS -	ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM
FRD0120		DISQUALIFICATION MENU
		1. INQUIRY BY SSN
		2. INQUIRY BY NAME
		ENTER OPTION:
F1=HELP	F3=EXIT	

2. Enter option 1 and press ENTER. The DISQUALIFICATION INQUIRY screen is displayed.

FR89	NC DHHS - ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM	02/27/2016	
FRD0130	DISQUALIFICATION INQUIRY	11:45:23	
SOCIAL SECURITY NUMBER: _____ +			
_____eDRS ----- EPICS -----			
SELECTION STATE DQ NUMBER PROGRAM		SELECTION STATE DQ NUMBER	
PROGRAMF1=HELP F2=CLEAR F3=EXIT F4=LIST F6=ADD F7=PREV F8=NEXT F12=CANCEL			

3. Key the **SSN** of the individual and press **ENTER**. The disqualification list displays. This screen displays the SSN keyed, State, DQ number, and Program. This screen displays all states for the SSN entered.

NOTE: If there are multiple individuals associated to the SSN, a message displays: *ENTERED SSN HAS MULTIPLE CLIENTS. INVOKE SEARCH.*

4. From the **DISQUALIFICATION LIST**, key an S in the selection column of the disqualification you wish to display and press **Enter**. The DISQUALIFICATION DETAIL screen displays.
5. To exit and return to the **MAIN MENU**, press the **F3** function key. The MAIN MENU displays.

F. Inquiry by Name

1. From the **MAIN MENU**, key the number 5 in the **ENTER OPTION** field and press **Enter**. The DISQUALIFICATION MENU screen displays.

FR90	NC DHHS -	ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM
FRD0120		DISQUALIFICATION MENU
1. INQUIRY BY SSN		
2. INQUIRY BY NAME		
ENTER OPTION:		
F1=HELP F3=EXIT		

2. Enter option 2 and press ENTER. The EDRS QUERY BY NAME screen is displayed.

```

FR91 NC DHHS - ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM 02/27/2016
FRD0140          EDRS QUERY BY NAME          14:03:04

LAST: _____
FIRST: _____
MIDDLE INITIAL: _

                                  M          S
                                  E          E
LAST (1st 25 CHAR)  FIRST (15 CHAR) I SSN  ST DQ#  DOB  X  PGM
F1=HELP  F2=CLEAR  F3=EXIT  F7=PREV  F8=NEXT  F12=CANCEL
    
```

NOTE: If no previous disqualification(s) is associated with this name, a message displays: NO DISQUALIFICATIONS FOUND IN EDRS.

If there are multiple individuals with the same name, multiple individuals will be displayed.

3. Key the Last Name, First Name, and Middle Initial (optional) of the individual and press ENTER. A list of all disqualifications are displayed.

```

NC DHHS - ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM 03/01/2016
FRD0140          EDRS QUERY BY NAME          10:27:24

LAST: DUNN _____
FIRST: PAUL _____          More:
MIDDLE INITIAL: R

                                  M          S
                                  E          E
LAST (1st 25 CHAR)  FIRST (15 CHAR) I xxxx SSN  ST DQ#  DOB  X  PGM
_ DUNN             PAUL             R  xxxxxxxxxx NC 2          F  FS

Lines 1 to 1 of 1

F1=HELP  F2=CLEAR  F3=EXIT  F7=PREV  F8=NEXT  F12=CANCEL
    
```

4. Key "S" to display the selected disqualification. The Disqualification Detail screen displays for the selected disqualification.

```

FR15   NC DHHS - ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM
                                03/01/2016
FRD0150   DISQUALIFICATION DETAIL   10:49:01

SSN . . . : XXXXXXXXX          LAST ACTIVITY: ADD
NAME . . . : DUNN PAUL R
ADDRESS : 152 JUMP ST          INDIVIDUAL ID: XXXXXXXXX S
DATE OF BIRTH: 10/01/1981  SEX: M
REIDSVILLE   NC 27320
--- DQ INFORMATION ---      ----- REFERRAL INFORMATION -----
DQ STATE . . . : NC          REFERRAL ID . 0000350000 PROGRAM . : FS
DQ COUNTY . . . : 079       COUNTY CASE#: 00  REF COUNTY: 079
DQ INVESTIGATOR . 000__    PGM CASE ID :0000000004 REF INVEST: 000
DQ COUNTY CASE# . 0045764  ----- CONTACT INFORMATION -----
XFER DQ COUNTY . . ____   FIPS CODE . : 0157
DQ OFFENSE CODE . 6 +     OFFICE . . : DSS/DHHS STATE OF NC
DQ NUMBER . . . . 2 + <KEY>  TITLE . . . : PGM INTEGRITY INVEST
DQ METHOD . . . . W +      TELEPHONE . : 336 - 5555555 EXT: 5555
DQ PERIOD . . . . 024 +    FAX NUM . . : 336 - 5555555
DQ DECISION DATE. 06/10/2011 <KEY>  COMMENTS . :
DQ START DATE . . 07/01/2011
DQ END DATE . . . 06/30/2013   NON NC INFO :
F1=HELP  F2=CLEAR  F3=EXIT  F4=LIST  F5=XFER DQ COUNTY
F6=ADD  F9=UPDATE  F10=DELETE  F11=KEY CHANGE  F12=CANCEL  F13=CONTACT DTL
ACTION COMPLETED SUCCESSFULLY
    
```

G. Update A Disqualification

You cannot update, change or transfer disqualification if the claim is closed. If the IPV claim is inadvertently closed in error by the program integrity staff BEFORE the disqualification is entered, please fax request on county letterhead to the appropriate State DSS staff as follows: Economic and Family Services section at (919) 334-1265. The request must include:

- Referral ID**
- Case head Name**
- Program**
- Claim Type**
- Justification and Reason for request**
- Investigator's Signature**
- Program Integrity Supervisor's signature**

You can only update disqualifications in the state of North Carolina.

1. From the **MAIN MENU**, key the number 5 in the **ENTER OPTION** field and press **Enter**. The **DISQUALIFICATION MENU** screen displays.

NOTE: If you do not know the code or value for a field, you can use the **F4** key, which displays a list of codes or values for selection. This field attribute is only available for those fields that contain a + (plus sign) to the right of the field.

2. Key the **SSN** of the individual and press **ENTER**. The disqualification list displays.

NOTE: If there are multiple individuals associated to the SSN, a message displays: *ENTERED SSN HAS MULTIPLE CLIENTS. INVOKE SEARCH.*

3. Key an S in the selection column of the disqualification you wish to display and press **Enter**. The DISQUALIFICATION DETAIL screen displays.
4. Update the **DQ Investigator, DQ County Case#, DQ Method, DQ Period, DQ Start Date, and DQ End Date** fields, as necessary.
5. To save the update, press the **F9** function key.

NOTE: When updating a disqualification, the LAST ACTIVITY field will automatically populate with "Change" and the "Current Date".

6. To exit and return to the **MAIN MENU**, press the **F3** function key. The MAIN MENU displays.

H. Enter A 'Key' Change

You can only enter a 'Key' change for a disqualification in the state of North Carolina.

1. From the **MAIN MENU**, key the number 5 in the **ENTER OPTION** field and press **Enter**. The DISQUALIFICATION MENU screen displays.

NOTE: If you do not know the code or value for a field, you can use the **F4** function key, which displays a list of codes or values for selection. This field attribute is only available for those fields that contain a + (plus sign) to the right of the field.

2. Key the **SSN** of the individual and press **ENTER**. The disqualification list displays.

NOTE: If there are multiple individuals associated to the SSN, a message displays: *ENTERED SSN HAS MULTIPLE CLIENTS. INVOKE SEARCH.*

3. Key an S in the selection column of the disqualification you wish to display and press **Enter**. The DISQUALIFICATION DETAIL screen displays with the individual's information you selected filled in.
4. Change the **DQ Decision Date field**, as necessary.
5. To save the changes, press the **F11** function key.

NOTE: The **Last Activity** field will automatically populate with "Key Change" and the "Current Date".

6. To exit and return to the **MAIN MENU**, press the **F3** function key. The **MAIN MENU** displays.

I. Transfer A Disqualification

You can only transfer a disqualification in the state of North Carolina.

1. From the **MAIN MENU**, key the number 5 in the **ENTER OPTION** field and press **Enter**. The **DISQUALIFICATION MENU** screen displays.

NOTE: If you do not know the code or value for a field, you can use the **F4** function key, which displays a list of codes or values for selection. This field attribute is only available for those fields that contain a + (plus sign) to the right of the field.

2. Key the **SSN** of the individual and press **ENTER**. The **DISQUALIFICATION LIST** displays.

NOTE: If there are multiple individuals associated to the **SSN**, a message displays: *ENTERED SSN HAS MULTIPLE CLIENTS. INVOKE SEARCH.*

3. Key an **S** in the selection column of the disqualification you wish to display and press **Enter**. The **DISQUALIFICATION DETAIL** screen displays.

4. In the **XFER DQ COUNTY** field, key the county code for the county where the disqualification is being transferred.

5. To transfer the disqualification, press the **F5** function key.

NOTE: The **Last Activity** field will automatically populate with "Transfer" and the "Current Date".

6. To exit and return to the **MAIN MENU**, press the **F3** function key. The **MAIN MENU** displays.

J. Delete A Disqualification (STATE LEVEL ONLY)

You can only delete a disqualification in the state of North Carolina.

1. From the **MAIN MENU**, key the number 5 in the **ENTER OPTION** field and press **Enter**. The **DISQUALIFICATION MENU** screen displays.

2. Key the **SSN** of the individual and press **ENTER**. The **DISQUALIFICATION LIST** displays.

NOTE: If there are multiple individuals associated to the **SSN**, a message displays: *ENTERED SSN HAS MULTIPLE CLIENTS. INVOKE SEARCH.*

