

The Department of Human Services (DHS) maintains and uses the income and eligibility verification system (IEVS), as specified in this section. By means of the IEVS, DHS requests wage and benefit information from the agencies identified in this paragraph and uses that information to verify eligibility for, and the amount of, food stamp benefits due to eligible households. Such information must be requested and used with respect to all household members, including any excluded household members as specified in Section 1016.20 whenever the Social Security Number (SSN) of such excluded household members are available to the agency. If not otherwise documented, DHS obtains written agreements from these information provider agencies that they not record any information about individual food stamp households and that staff in those agencies are subject to the disclosure restrictions of Section 1000.30. The wage and benefit information and agencies are:

- \* Information about net earnings from self-employment, wages, and payments of retirement income maintained by the Social Security Administration (SSA), and Federal Retirement, Survivors and Disability Insurance (RSDI), SSI, and related benefit information available from SSA;
- \* Unearned income information from the IRS; and,
- \* Claim information from the Department of Labor and Training (DLT) which administers Unemployment Compensation Benefits (UCB) and any information in addition to information about wages and UCB.

DHS will also exchange with state agencies administering certain other programs in the IEVS, information about food stamp households' circumstances which may be of use in establishing or verifying eligibility or benefit amounts under the Food Stamp Program and those programs. DHS may exchange such information with agencies in other states when they determine that the same objectives are likely to be met. These programs are:

- \* Temporary Assistance for Needy Families (TANF);
- \* Medicaid;
- \* Unemployment Compensation Benefits (UCB);
- \* Food Stamps; and
- \* Any state program administered under a plan approved under Title I, X, or XIV (the adult categories) or Title XVI of the Social Security Act.

DHS provides information to persons administering the Child Support Program (Title IV-D of the Social Security Act) and Titles II (Federal Old Age, Survivors, and Disability Insurance Benefits) and XVI (Supplemental Security Income for the Aged, Blind, and Disabled of the Social Security Act).

Prior to requesting or exchanging information with other agencies, DHS must execute data exchange agreements with those agencies. The agreements specify the information to be exchanged and the procedures to be used in the exchange of information.

These agreements are part of the agency's Plan of Operation.

These agreements should cover at least the following areas:

- \* Identification of positions of all agency officials

with authority to request wage information;

- \* Methods and timing of the requests for, and types of, information, including the formats to be used;
- \* The safeguards limiting release or disclosure as required by Federal or State law or regulations as discussed in Section 1000.30 and as may be required by other guidelines published by the Department of Agriculture; and,
- \* Reimbursement agreements, as appropriate, including new developmental costs associated with the furnishing of data.

Agreements with DLT, which provides UCB data, must specify agency access no less frequently than twice a month for applicants.

1082.05.05                Uses of IEVS Data  
REV:10/1986

The agency must use information obtained by means of the IEVS for the purposes of:

- \* Verifying a household's eligibility;
- \* Verifying the proper amount of benefits;
- \* Investigating to determine whether participating households received benefits to which they were not entitled; and,
- \* Obtaining information which may be used in conducting criminal or civil prosecutions based on receipt of food stamp benefits to which participating households were not entitled.

1082.05.10                Forms of Data Requests and Exchanges  
REV:01/2002

Requests for wage and benefit information and exchanges of eligibility and benefit information with the programs specified in Section 1082.05 must be in the standardized formats established by the Secretary of Health and Human Services (in consultation with the Secretary of Agriculture), required by the DLT and other states, and in the formats prescribed by the Commissioners of SSA and IRS for SSA and IRS requests.

1082.10                    REQUESTING/USING INFORMATION FOR APPLICANTS  
REV:10/1986

Information must be requested at the next available opportunity after the date of application even if the applicant household has been determined eligible by that time. Information about members of applicant households who cannot provide SSNs at application must be requested at the next available opportunity after the agency is notified of their SSNs. Information received within the thirty-day application period must be used to determine household eligibility and benefits, if the information is received timely enough so that it can be used for that determination. However, the agency must make eligibility and benefit determinations without waiting for receipt of IEVS data so as to comply with the timeliness standard of Section 1002.65. Information received from a source after an eligibility determination has been made is used as specified in Sections 1082.15 and 1082.20.

Claim and wage information from the DES, SSA and IRS, must be requested and used

as specified in Section 1082.05. Requests to DES should access the most recent DES data available. Requests to SSA and IRS should be submitted according to procedures specified by the respective Commissioners of those organizations.

Any information other than wage and UCB which the DES may have, and which DHS determines would be useful in verifying eligibility or benefits of applicant households, should be requested by methods and at intervals to which DHS and DES agree and are to be used as specified in Section 1082.05.

Exchanges of information about applicant households with other programs specified in Section 1082.05 must be made as the DHS and the other programs may agree.

1082.15                   REQUESTING/USING INFORMATION FOR RECIPIENTS  
REV:01/2002

With respect to all members of recipient households, the agency must:

- \* Request information about household members from SSA databases at application. Requests are submitted according to procedures specified by the Commissioner of SSA.
- \* Request information from IRS annually for all current recipients. Requests are submitted to IRS according to procedures specified by the Commissioner of IRS.
- \* Exchange information with other programs specified Section 1082.05 as the DHS and these programs may agree.
- \* Request information about Unemployment Compensation Benefits (UCB) and State Wage information (SWICA) from the DLT for all food stamp recipients in INRHODES.
- \* Request from the DLT information other than UCB information which the agency determines would be useful in verifying eligibility or benefits of recipient households. Requests should be made by methods and at intervals to which DHS and DLT agree.

1082.20                   ACTION ON RECIPIENT HOUSEHOLDS  
REV:10/1986

Except as specified below, the agency must initiate and pursue action on information about recipient households which is received from the sources specified in Section 1082.20 so that case action is complete within thirty (30) days of receipt of that information. Case action includes:

- \* Review of the information and comparison of it to case record information;
- \* For all new or previously unverified information received, contact with the households and/or collateral contacts to resolve discrepancies as specified in Section 1002.60.10; and
- \* If discrepancies warrant reducing benefits or terminating eligibility, notices of adverse action. Such adverse action would be effective according to Section 1018.10 or the retrospective budgeting provisions of Section 1026.10.

The agency may complete the actions specified above after the thirty-day period on no more than twenty percent (20%) of the cases for whom information is

received from the data sources specified in Section 1082.15 if:

- \* The only reason that the actions cannot be completed is the non-receipt of requested verification from collateral contacts; and,
- \* The actions are completed as specified in Section 1018.05.15 when verification from a collateral contact is received or in conjunction with the next case action when such verification is not received, whichever is earlier.
- \* When the above actions substantiate an overissuance, the agency must establish and take action on claims as specified in Section 1022.

1082.25                   HANDLING INFORMATION OBTAINED FROM IEVS  
REV:01/2002

INHODES matches Food Stamp recipients with the files containing data from DLT, SSA, and the IRS. This is done for all recipients as specified in Section 1082.15 and for all new applicants accepted on the Food Stamp Program since the previous file match as specified in Section 1082.10.

Information obtained from these matches displays a message in the appropriate worker's Daily Report and creates and/or modifies unearned income panel(s) in affected cases. Field staff must follow up and determine eligibility for and amount of food stamp benefits. Any resulting overissuances must be referred for claims collection in accordance with Section 1022. Reports on the action taken must be data entered in the SAVE panel from the INFC function or UNEA panel.

1082.25.05               IEVS Match Timing  
REV:01/2002

INRHODES matches its files with DLT and SSA benefit information on a monthly basis. IRS information is matched once a year based on the previous year's tax data. This information should be used to review and verify the eligibility for and amount of food stamp benefits. Any reduction or termination of benefits must be done in accordance with the standards in Section 1018.10.

Establishment of claims for any overissuances must be done in accordance with Section 1022. The review of IEVS information and IEVS Savings recording must be completed no later than thirty (30) days from the date of the match.