

## Investigative Unit Operations Plan

**County:** Suffolk  
**Contact Person:** Rebecca Hodge  
**Title:** Investigator III  
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**E-mail Address:** [rebecca.hodge@suffolkcountyny.gov](mailto:rebecca.hodge@suffolkcountyny.gov)

1. What unit is responsible for the investigation of client fraud allegations?

Please provide the name of the unit, # of positions, titles of positions, and how allegations are processed.

**The Department's Special investigations Unit (SIU) is responsible for the investigation of recipient fraud allegations**

**The Special investigations Unit currently consists of:**

- 2 – Investigator IIIs
- 5 – Investigator IIs
- 5 – Investigator Is
- 1 – Neighborhood Aide
- 1 – Fingerprint Technician
- 1 – Senior Clerk

**Allegations are received through mail, phone calls, fax, and on-line submissions. The subject of the allegation is checked on the Welfare Management System (WMS) to identify case activity. Each allegation is screened, prioritized, and logged into the SIU Case Track System. The Case Track System is checked to determine any past, present, or pending allegations/investigations. Allegations are then filed or assigned according to priority.**

2. What unit is responsible for the prosecution of client fraud allegations?

Please provide the name of the unit, # of positions, titles of positions, and how allegations are processed.

**The Suffolk County District Attorney's Office – Labor, Insurance and Revenue Crimes Bureau (LIRCB) is responsible for the prosecution of client fraud allegations which prove to have criminal intent.**

**The LIRCB has one (1) – Senior Assistant District Attorney and one (1) Assistant Special Investigator assigned to the prosecution of client fraud allegations.**

**The Special Investigations Unit conducts the investigations of client fraud allegations. Once an investigation is completed and it is determined that criminal intent exists and the fraud amount exceeds \$1,500, the case is referred to LIRCB.**

3. What unit is responsible for determining the overpayment amount, establishing the claim, and collection activities?

**The Department's Client Benefit Division is responsible for determining the overpayment and establishing the claim. The Department's Collections Unit is responsible for collection activities.**

4. What are the step by step procedures for the referral of fraud cases for administrative hearings, including the notices provided and the timing of providing such notices?

**Once an investigation has been completed and it is determined that an Intentional Program Violation has occurred, the case is referred for an Administrative Disqualification Hearing. The senior investigator reviews the case and prepares the Case Summary. The case is then given to clerical staff for processing. The clerical staff prepares the Administrative Disqualification Hearing (ADH) file which contains all evidence and documents to substantiate that an Intentional Program Violation was committed. Two copies of the ADH file are made and are mailed to NYS Office of Temporary & Disability Assistance Administrative Disqualification Hearing Unit. The Administrative Disqualification Hearing Unit schedules the Administrative Disqualification Hearing and sends notification along with a copy of the ADH packet to the recipient.**

**This Department does not send out notices regarding the scheduling of an ADH to recipients.**

5. What are the step by step procedures for the referral of fraud cases to your District Attorney, including the notices provided and the timing of providing such notices?

**Once an SIU investigator completes an investigation, the case is reviewed by a senior investigator. The senior investigator determines if the investigation has proven criminal intent. Once criminal intent has been established, the senior investigator prepares a Prosecution Synopsis listing a summary of applicable criminal charges, investigation findings, and evidence. Clerical staff then prepares a criminal referral file for the District Attorney's Office which includes the Prosecution Synopsis, Report of Investigation, and all original evidence.**

**The LIRCB - Assistant Special Investigator is then notified that SIU has a fraud case which requires criminal action. The Assistant Special Investigator picks up the file, reviews the case and evidence. Once the Assistant Special Investigator determines that a crime has been committed, the file is given to the Assistant District Attorney (ADA) to review. The ADA will either authorize an arrest to be made or the case is returned to the Assistant Special Investigator for additional investigation. Once an arrest is authorized by the ADA, the Assistant Special Investigator prepares the criminal complaint and arranges the arrest/surrender of the subject. The recipient is notified of the criminal charges at the time of the arrest. No written notices are sent to the recipient.**

**In the event the ADA determines that successful prosecution is not possible, the file is returned to the Department.**

6. What are your procedures for offering a Disqualification Consent Agreement (DCA)?

**This Department does not offer DCAs to recipients.**

7. How is it proven that an individual has been advised on the court record of the Public Assistance disqualification penalties?

**A copy of the Court Record is obtained.**

**Attach a copy of the agreement between your social services district and the District Attorney's Office for the prosecution of welfare fraud.**

20-SS-009

**Interagency Contract for Welfare Fraud Prosecution**

**This Contract ("the Contract") is between the Suffolk County Department of Social Services ("the Department"),** having its principal offices at 3085 Veterans Memorial Highway, Ronkonkoma, New York 11779 (mailing address: P.O. Box 18100, Hauppauge, New York 11788-8900) and the **Suffolk County District Attorney's Office ("District Attorney"),** located at Building 77, North County Complex, Veterans Memorial Highway, Hauppauge, New York 11788.

The parties hereto desire to make available to the County the prosecution of Supplemental Nutrition Assistance Program ("SNAP") Intentional Program Violations and Temporary Assistance Intentional Program Violations, as regulated by the **New York State Office of Temporary and Disability Assistance ("NYSOTDA").**

**Term of Contract:** January 1, 2016 through December 31, 2020.

**Total Cost of Contract:** Shall not exceed \$758,570.00, of which the estimated cost per budget period is as follows: \$151,714.00 for the budget period January 1, 2016 through December 31, 2016; \$151,714.00 for the budget period January 1, 2017 through December 31, 2017; \$151,714.00 for the budget period January 1, 2018 through December 31, 2018; \$151,714.00 for the budget period January 1, 2019 through December 31, 2019; and \$151,714.00 for the budget period January 1, 2020 through December 31, 2020, in accordance with the adopted Suffolk County budgets for each budget period as set forth in Exhibit C, and additional amounts to be determined and documented by use of the Budget/Services Revision Approval Form as set forth in Exhibit B, subject to available State and Federal funding. The Total Cost of Contract is defined as the sum of all duly approved budgets for each budget period and shall not exceed the amounts appropriated therefore by the Suffolk County Legislature for each budget period during the Term of the Contract.

**Terms and Conditions:** Shall be as set forth in Exhibits A through F.

**In Witness Whereof,** the parties hereto have executed this Contract as of the latest date written below.

**SIGNATURES ON NEXT PAGE**



36385

District Attorney's Office

By: [Signature]  
Thomas J. Spota  
District Attorney

Date: 11/02/15

Recommended:

By: [Signature]  
Jeremy Schioppi, Bureau Chief  
Labor, Insurance and Revenue Crimes Bureau

Date: 11/2/15

Approved as to Form  
Dennis M. Brown  
County Attorney

By: [Signature]  
Jessica H. Hogan  
Assistant County Attorney

Date: 11/13/15

COUNTY OF SUFFOLK

By: [Signature]  
Dennis M. Cohen  
Chief Deputy County Executive

Date: 11/23/2015

Department of Social Services  
Approved:

By: [Signature]  
For the Commissioner  
Marie N. Buday, Assistant Intergovernmental  
Relations Coordinator

Date: 11/5/15

Recommended:

By: [Signature]  
Traci Barnes, Assistant Commissioner

Date: 11/05/15