

Investigative Unit Operations Plan

County: Tompkins

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Title: Senior Fraud Investigator

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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.

Fraud Investigative Unit
Positions-2
Senior Fraud Investigator
SWE Fraud Investigator

Allegations are reviewed by the F.I.U. If allegations are deemed credible, an investigation case is than opened.

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.

Tompkins County District Attorney Office
1-DA
12-ADA's

F.I.U can make a direct recommendation to the ADA regarding how they think the case should be processed or forwarded to law enforcement for an arrest and charges are filed.

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

The supervisor of the unit that initiates the fraud allegation is ultimately responsible for calculating and establishing the monetary claim. If the case is prosecuted by the DA's Office any over-grant awarded is made payable and collected through the Tompkins County Probation Department. Fraud Cases not prosecuted through DA's office that result in a DCA are recovered through CAMS.

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?

We are currently not pursuing administrative hearings. We are anticipating the addition of a second examiner in our fraud unit. We will determine a protocol for administrative hearings and amend the operations plan at that time.

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?

Please see attached

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

The client is informed by a letter from the INVT/unit that their case was referred for investigation based on information in the referral. An appointment is offered to the client to meet with the investigator to review the findings of the case. Over-grants and disqualification periods are discussed. The client is offered a DCA in lieu of prosecution. All cases that meet/exceed the \$3,000.00 threshold are referred to the DA's office. The DA's office can recommend a DCA in lieu of prosecution. All clients that are offered a DCA are given a 10 day notification of consequences AND are allowed the appropriate 10 days to think it over.

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

A written statement dedicated solely to defendant admitting to having been advised of the DCA penalties statements is filed with the court.

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