

DEPARTMENT OF
CHILDREN AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



State of Wisconsin
Governor Scott Walker

DEPARTMENT OF HEALTH SERVICES
Secretary Kitty Rhoades
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

TO: **W-2 Agencies
Training Staff**

FROM: Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security

DFES OPERATIONS MEMO					
No:	13-10				
DATE:	04/25/13				
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input checked="" type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input checked="" type="checkbox"/>	JC	<input type="checkbox"/>
RCA	<input type="checkbox"/>	RMA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	
PRIORITY: HIGH					

SUBJECT: *Wisconsin Works (W-2) Intentional Program Violation (IPV) Automation*

CROSS REFERENCES: Wisconsin Works Manual, Chapter 11
Wisconsin Works Operations Memo [12-55](#)
[Emergency Assistance Manual](#)
Emergency Assistance Operations Memo 13-11
Child Care Operations Memo [12-56](#)
Child Care Technical Assistance Memo DECE-BCCA-2013-08

EFFECTIVE DATE: April 29, 2013

PURPOSE

This Operations Memo announces the automation of Wisconsin Works (W-2) Intentional Program Violations (IPV) in CARES Worker Web (CWW) and provides an overview of the functionality of the W-2 IPV Penalty page.

BACKGROUND

2011 Wisconsin Act 202 created Wis. Stat. s. 49.001(3m) which defines an Intentional Program Violation as:

Intentionally making a false or misleading statement, intentionally misrepresenting or withholding facts, or intentionally committing any act that constitutes a violation of state or federal law for the purpose of using, presenting, transferring, acquiring, receiving, possessing, or trafficking benefits under Chapter 49.

The law also amended Wis. Stat. s. 49.151(2)(a) to specify that the Department of Children and Families (DCF), a W-2 agency, or an entity administering Wisconsin Shares may determine whether an individual *applying for or receiving* Emergency Assistance (EA), W-2, or Wisconsin Shares has committed an IPV. The law further created Wis. Stat. ss. 49.151(2)(a)1. to 49.151(2)(a)3. to provide denial periods for each IPV committed.

On November 1, 2012, the Bureau of Working Families (BWF) released Operations Memo (OM) 12-55 to announce updates to W-2, Job Access Loan (JAL), and EA IPV policies. BWF provided IPV Automation Workaround procedures for CARES Work Programs (WP) Subsystem for imposing W-2 IPV penalties until full automation. This operations memo makes obsolete the workaround procedures in OM 12-55 and announces the release of an updated version of W-2 Manual, Chapter 11, to include W-2 IPV policy.

POLICY

The current IPV policies for W-2, JAL, and EA are attached to OM 12-55.

Effective May 15, 2013, BWF will update the W-2 Manual, Chapter 11 to include the W-2 and JAL IPV policies from OM 12-55. BWF will also update the EA Manual with the EA IPV policy.

The updated W-2 Manual material will include the following changes and clarifications:

- Clarifies that the seven working day timeframe to rectify the IPV also applies to closed W-2 cases (if the agency discovers the IPV after case closure);
- Clarifies that a child care IPV penalty is not a good cause reason for failure to comply with assigned W-2 activities; and
- Removes the requirement to use the Administrative Disqualification Hearing Notice and Waiver of Administrative Disqualification Hearing forms to determine an IPV because administrative hearings are no longer required to determine IPV's for W-2 and JALs.

CARES WORKER WEB (CWW)

Beginning April 29, 2013, agencies must enter W-2 IPV's in CWW. The W-2 IPV Penalty page is a new page in CWW that allows agencies to:

- View existing W-2 IPV(s) for individual(s) on the case;
- Add a W-2 IPV for an individual on the case;
- Edit an existing W-2 IPV for an individual on the case; and
- Delete an existing W-2 IPV for an individual on the case.

As a part of the automation process, BWF will convert W-2 IPV's entered in CARES after November 1, 2012, into CWW on April 24, 2013. IPV's uploaded through this process will include an IPV Comment that the IPV was entered at conversion.

Workers may access the W-2 IPV Penalty page through a link on the CWW Navigation Menu in the Individual Non Financial section or by clicking the magnifying glass on the Individual Non Financial Summary page on a case with an existing W-2 IPV.

Navigation Menu

Search

- ▣ CARES Home
- ▣ Search
- ▣ Inbox Search
- ▣ Unlinked Documents

RFA / Case

- ▣ Client Registration (0)
- ▣ Case Summary
- ▣ Case Comments
- ▣ Application Entry (0)
- ▣ Case Information
- ▣ Individual Demographics
- ▣ Benefits/School
- ▣ **Individual Non Financial**
- ▣ Summary
- ▣ Gatepost
- ▣ Pregnancy
- ▣ Disability
- ▣ MAPP
- ▣ Prior SSI
- ▣ Newborn
- ▣ Drug Felon
- ▣ CC IPV Penalty
- ▣ FS IPV Sanction
- ▣ **W-2 IPV Penalty**
- ▣ Room and Board Paid
- ▣ Mouth Restriction Out-of

Individual Non Financial Summary Cancel Reset

Pregnancy

Row	Individual	Begin Month	End Month	Last Updated	Delete Reason	Fetus Num	Due Date	Pregnancy End Date
No data found.								

Disability

Row	Individual	Begin Month	End Month	Last Updated	Delete Reason	Blind	Disabled	Mapp Disabled	Presumptive Disability
No data found.									

Medicaid Purchase Plan

Row	Individual	Begin Month	Last Updated	Delete Reason	Request MAPP	Working	HEC Program	Exempt from work
No data found.								

Prior SSI

Row	Individual	Begin Month	End Month	Last Updated	Delete Reason	SSA Cola Increase	Disabled Adult Children Benefits	Widow-Widowers I	Widow Widowers II
No data found.									

New Born

Row	Individual	Begin Month	End Month	Last Updated	Delete Reason	Mother eligible for Non-CARES MA	Continuously living with natural mother
No data found.							

W-2 IPV Penalty

Individual	IPV Occurrence	IPV Begin Date	IPV End Date
JESSIE HAYES 32M PP	2R	09/01/2013	08/31/2014
JESSIE HAYES 32M PP	1R	03/01/2013	08/31/2013

YEOHC Information

Row	Individual	Begin Month	End Month	Last Updated	Delete Reason	Date Exited Out Of Home Care	Verification	Placement Arrangement At Time Of Exit
No data found.								

Individual: Begin Month: Updated on or before:

W-2 IPV PENALTY PAGE

Security

The W-2 IPV Penalty page is accessible in view only mode for workers with a security level of less than 75. The page(s) are updatable by workers with a security level of 75 or higher who have access to the office in which the case belongs.

W-2 IPV Penalty
Cancel Reset

Intentional Program Violation Information

Delete Reason:

Intentional Program Violation Details

* Individual:

* IPV Occurrence:

* IPV Reason(s):

EU - MISREPRESENTED INCOME, EARNED OR UNEARNED
 FD - PROVIDED FRAUDULENT DOCUMENTATION
 FI - PROVIDED FALSE IDENTIFICATION OR SSN
 HA - MISREPRESENTED ASSETS
 HC - MISREPRESENTED HOUSEHOLD COMPOSITION
 MR - MISREPRESENTED RESIDENCY
 RI - CONVICTION - MISREPRESENTED IDENTITY OR RESIDENCE

* Sequence: 0

* IPV Tracking Number: 0

* Penalty Period in Months:

* Penalty Begin Date: * Penalty End Date:

* Send Rectify Letter? (If yes, eligibility will not be impacted.)

* Override Begin Date: * Override End Date:

* Reason for Override:

Original IPV

* Original IPV Entered By: * Agency:

* Original IPV Entry Date:

Updated IPV

* IPV Updated By: * Agency:

* Updated Date:

IPV Comments

* Comments:

Current Size = 0 characters (1000 characters max.)

Individual

Sequence

Updated on or before

Cancel

Page Fields

The W-2 IPV Penalty page is a stand-alone page that is not scheduled in the driver flow. The page collects and displays the following information:

1. Delete Reason – The dropdown box lists the reasons for deleting an IPV.
2. Individual – The dropdown box lists up to 18 individuals age 10 and older that are currently on the case or that the worker has deleted from the case (See *Minor Parent*). Deleted individuals are indicated by 'DEL' after the relationship.

3. IPV Occurrence – The dropdown box lists the values for the IPV occurrence. This value will auto-populate the Penalty Duration in Months.
4. IPV Reason(s) – This section displays the IPV reasons. At least one checkbox must be selected. There is no limit on the number of checkboxes selected.
5. Penalty Period in Months – This field displays the penalty period in months when an IPV occurrence is selected. For a permanent penalty, the penalty period in months is displayed as 999.
6. Penalty Begin Date – This field displays the penalty begin date when an IPV occurrence is selected.
7. Penalty End Date – This field displays the penalty end date when an IPV occurrence is selected.
8. Send Rectify Letter? – This field is defaulted to 'Yes' when a new IPV is entered.
9. Override Begin Date – If the Penalty Begin Date that displays is incorrect, workers may manually enter an override. This field must be entered in order to enter the Override End Date.
10. Override End Date – If the Penalty End Date that displays is incorrect, workers may manually enter an override. This field is disabled when the IPV is a permanent penalty.
11. Reason for Override – This dropdown box lists the reasons for overriding penalty dates.
12. Original IPV Entered By – This field displays the Worker ID of the worker that entered the IPV.
13. Original IPV Entry Date – This field displays the date the worker entered the IPV.
14. Agency (Original IPV) – This field displays the agency name of the worker that entered the IPV.
15. IPV Updated By – This field displays the Worker ID of the worker that updated the IPV.
16. Updated Date – This field displays the date the worker updated the IPV.
17. Agency (Updated IPV) – This field displays the agency name of the worker that updated the IPV.
18. Comments – The worker may enter comments in this section. Comments are editable and the last saved comments display in the comments box. Any fraud or BV referrals associated with the IPV are entered here. The worker enters any information regarding override dates and deletion of IPV penalties here.
19. Sequence – The sequence number displays when the worker saves a new IPV.

20. IPV Tracking Number – The IPV Tracking Number displays on the page when a new IPV is saved.

ENTERING AND UPDATING IPV'S

To enter a W-2 IPV, navigate to the W-2 IPV Penalty page in CWW. The mandatory fields are 'Individual', 'IPV Occurrence', and 'IPV Reason(s)'. Upon selecting the IPV occurrence, the system displays the corresponding penalty period in months. For each new W-2 IPV, the default indicator for 'Send Rectify Letter?' is 'Yes'. Save the entries on the page by clicking 'Next'. A validation message appears indicating that the system has determined the 'Penalty Begin Date' and 'Penalty End Date'. The penalty begin date is determined as the first of the month following the entry date of the IPV.

The following events have occurred:

AE473: The system has determined the 'Penalty Begin Date' and 'Penalty End Date'. Please either override or navigate as desired to accept the system calculated penalty dates.

Clicking 'Next' saves the penalty dates and the system captures the Original IPV information: 'Original IPV Entered By', 'Original Entry Date', and 'Agency'.

IPV Occurrence

When a W-2 IPV is determined, the agency must deny payments and services to the individual for the appropriate time periods. The code entered in the 'IPV Occurrence' field determines the penalty period. The values for 'IPV Occurrence' are indicated by the number of the IPV occurrence (1, 2, or 3) and the letter 'R' or 'M.' 'R' represents a regular IPV with a penalty of six months, one year, or permanent ineligibility. 'M' represents an IPV based on a conviction in a federal or state court of misrepresentation of identity or residence with a penalty of 10 years.

- **Note:** A conviction in a federal or state court of misrepresentation of identity or residence must be counted as one of three IPV's when determining permanent ineligibility for three occurrences of IPV. (See W-2 Manual, [11.6.2](#))

Intentional Program Violation Details

* Individual: Sequence: 0

* IPV Occurrence: IPV Tracking Number: 0

* IPV Reason(s):

- 1M - FIRST (IDENTITY/RESIDENCE)
- 2M - SECOND (IDENTITY/RESIDENCE)
- 3M - THIRD (IDENTITY/RESIDENCE)
- EU - MISREPRESENTED ASSETS
- FD - PR - MISREPRESENTED RESIDENCE
- FI - PRO - MISREPRESENTED RESIDENCE
- HA - MISREPRESENTED ASSETS
- HC - MISREPRESENTED HOUSEHOLD COMPOSITION
- MR - MISREPRESENTED RESIDENCY
- RI - CONVICTION - MISREPRESENTED IDENTITY OR RESIDENCE

When selecting '1M', '2M', or '3M', the IPV reason must be 'RI - Conviction - Misrepresented Identity or Residence'. If 'RI' is not selected, a validation message appears indicating that the 'RI' IPV reason code must be selected for '1M', '2M', or '3M'.

The following event has occurred:

AE480: Please select 'IPV Reason(s)' as 'RI - Conviction - Misrepresented Identity or Residence' when 'IPV Occurrence' is 1M, 2M, or 3M.

Below is a sample screenshot of a W-2 IPV Penalty page that was entered and the worker has returned to view the page. Each W-2 IPV is assigned a Sequence number and an IPV Tracking Number.

Intentional Program Violation Details			
* Individual:	JESSIE HAYES 32M PP	Sequence:	1
* IPV Occurrence:	1R - FIRST	IPV Tracking Number:	1081
* IPV Reason(s):	<input type="checkbox"/> EU - MISREPRESENTED INCOME, EARNED OR UNEARNED <input type="checkbox"/> FD - PROVIDED FRAUDULENT DOCUMENTATION <input type="checkbox"/> FI - PROVIDED FALSE IDENTIFICATION OR SSN <input type="checkbox"/> HA - MISREPRESENTED ASSETS <input checked="" type="checkbox"/> HC - MISREPRESENTED HOUSEHOLD COMPOSITION <input type="checkbox"/> MR - MISREPRESENTED RESIDENCY <input type="checkbox"/> RI - CONVICTION - MISREPRESENTED IDENTITY OR RESIDENCE		
Penalty Period in Months:	6		
Penalty Begin Date:	03/01/2013	Penalty End Date:	08/31/2013
Send Rectify Letter? (If yes, eligibility will not be impacted.)	Yes		
Override Begin Date:	MM / DD / YYYY	Override End Date:	MM / DD / YYYY
Reason for Override:			

Selecting 'Yes' for 'Send Rectify Letter?' triggers a seven working day rectify letter that will generate with the over night batch process. This page may be updated multiple times throughout the day. The rectify letter that generates will reflect the last saved changes on the page. Eligibility will not be impacted by the IPV record during the rectify period.

If the individual submits information related to the IPV within the seven working day timeframe and the IPV is overturned, the agency must delete the IPV (See *Deleting IPV's*).

If the IPV is not overturned, return to the IPV page after the seven working day timeframe and change the indicator for 'Send Rectify Letter?' to 'No'. Save the change on the page by clicking 'Next'. The system captures the Updated IPV information: 'IPV Updated By', 'Updated Date', and 'Agency'.

Send Rectify Letter?
 (If yes, eligibility will not be impacted.) No

Override Begin Date:
 Override End Date:

Reason for Override:

Original IPV

Original IPV Entered By: XCTV22 Agency: WSSOB
 Original IPV Entry Date: 02/01/2013

Updated IPV

IPV Updated By: XCTV22 Agency: WSSOB
 Updated Date: 02/12/2013

When an IPV is entered on an open W-2 case, the worker must run eligibility and confirm the case failure for Reason Code 687 – 6 month disqualification for 1st Intentional Program Violation.

Eligibility Run Results

Health Care / CTS Program Results							
Run	Assistance Group	Sequence	Benefit Begin Date	Benefit End Date	AG Status	Eligibility Status	Reasons
1	CTS Z - CARETAKER SUPPLEMENT - DID NOT APPLY	1	03/01/2013		DENIED	FAIL	054
			02/01/2013	02/28/2013	DENIED	FAIL	054
	MA Z - MEDICAL ASSISTANCE - DID NOT APPLY	1	03/01/2013		DENIED	FAIL	054
			02/01/2013	02/28/2013	DENIED	FAIL	054

Other Program Results							
Run	Assistance Group	Sequence	Benefit Begin Date	Benefit End Date	AG Status	Eligibility Status	Reasons
1	FS Z - FOODSHARE - DID NOT APPLY	1	03/01/2013		DENIED	FAIL	054
			02/12/2013	02/28/2013	DENIED	FAIL	054
	CC Z - CHILD CARE-DID NOT APPLY	1	03/01/2013		DENIED	FAIL	054
			02/01/2013	02/28/2013	DENIED	FAIL	054
WW C - W-2 FOR OLDEST MINOR CHILD WITH CUSTODIAL PARENT	1	03/01/2013		CLOSED	FAIL	687	

- NOTE: If running eligibility after adverse action, workers must run eligibility with dates for the following month. See [Running Eligibility with Dates – Desk Aid](#).

Two-Parent Households

Agencies may impose a W-2 IPV for a second parent on a W-2 case. Provided the primary parent is financially and non-financially eligible for W-2, the IPV applied to the second parent will not impact eligibility for the primary parent. The second parent with the IPV will be marked in the W-2 Assistance Group (AG) as 'IA - Included Adult'.

Minor Parent

Agencies may impose a W-2 IPV for a minor parent. The W-2 IPV Penalty page will display individuals age 10 and older. Workers are responsible for accurately selecting the IPV individual age 10 and older. (Do not select dependent children age 10 or older)

Deleted Individuals

Agencies may impose a W-2 IPV for a deleted individual on a W-2 case. Workers must first query the IPV individual to determine if the individual was ever included in more than one W-2 case and make sure that the IPV is imposed on the W-2 case in which the IPV occurred.

OVERLAPPING AND MULTIPLE IPV'S

If the W-2 agency determines that it must impose another IPV penalty prior to the end of the previous IPV penalty period, the agency must impose the penalty periods consecutively.

Example: Jessie applies for W-2 in December 2012. He is determined eligible based on the information on his application. In February 2013, the agency discovers that Jessie lost custody of his children in August 2012. Jessie submits school records indicating that his children have resided with him since August 2012. The agency verifies the school records and discovers they are fraudulent. The agency imposes one IPV for submitting false information (children in the household) at the time of application. The penalty period for the first IPV is 03/01/2013 to 08/31/2013. The agency then enters a second IPV for submitting documentation that has been forged (school records). Because the second IPV is entered before the end of the first IPV penalty, the agency must override the penalty dates for the second IPV. The penalty period for the second IPV is 09/01/2013 to 08/31/2014.

To enter another W-2 IPV, navigate to the W-2 IPV Penalty page in CWW. When there is an existing W-2 IPV on the case, select the 'Add New Information' button. CWW will display a blank W-2 IPV Penalty page. Complete the mandatory fields and save the entries on the page. The penalty begin date is determined as the first of the month following the entry date of the IPV. A validation message appears indicating there is a penalty overlap with an existing IPV. The message displays the existing IPV penalty period.

The following events have occurred:

✘ **AE482:** Penalty overlap exists. Penalty exists from 03/2013 to 08/2013.

The worker must override the penalty begin and end dates to apply the penalty period consecutively with the prior IPV. Workers are responsible for accurately calculating the override begin and end dates. Save the override information on the page by clicking 'Next'.

Penalty Period in Months:	12		
Penalty Begin Date:	03/01/2013	Penalty End Date:	02/28/2014
Send Rectify Letter? (If yes, eligibility will not be impacted.)	Yes <input type="button" value="v"/>		
Override Begin Date:	<input type="text" value="09"/> / <input type="text" value="01"/> / <input type="text" value="2013"/> <input type="button" value="📅"/>	Override End Date:	<input type="text" value="08"/> / <input type="text" value="31"/> / <input type="text" value="2014"/> <input type="button" value="📅"/>
Reason for Override:	OE - IPV OVERLAP EXISTS <input type="button" value="v"/> <input type="button" value="📄"/>		

Two validation messages appear prompting the worker to enter IPV comments for the override and to review the penalty dates.

The following events have occurred:

-  **AE470:** Please enter/update IPV Comments for the override.
-  **AE473:** The system has determined the 'Penalty Begin Date' and 'Penalty End Date'. Please either override or navigate as desired to accept the system calculated penalty dates.

Enter IPV comments with override information and run eligibility. Confirm the case failure for Reason Code 688 – 12 month disqualification for 2nd Intentional Program Violation.

IPV Comments

Comments: IPV determination due to fraud investigation report. IPV 1 ends 08/31/2013. Override completed to make IPV 2 penalty period consecutive to IPV 1 beginning 09/01/2013.

Navigate to the Individual Non Financial Summary page to verify that entries made on the W-2 IPV Penalty page are accurate.

W-2 IPV Penalty				
Individual	IPV Occurrence	IPV Begin Date	IPV End Date	
JESSIE HAYES 32M PP	2R	09/01/2013	08/31/2014	
JESSIE HAYES 32M PP	1R	03/01/2013	08/31/2013	

DELETING IPV'S

Workers may delete a W-2 IPV if the IPV was entered in error or if the IPV was overturned by new information provided during the seven working day rectify period or after a Fact Finding Review.

To delete a W-2 IPV, access the IPV record from the Individual Non Financial Summary page. Select the delete reason and save the entries on the page by clicking 'Next'.

Intentional Program Violation Information

Delete Reason:  

A validation message appears prompting the worker to enter IPV comments for the delete.

The following events have occurred:

-  **AE470:** Please enter/update IPV Comments when deleting an IPV.

IPV Comments

Comments: Contacted by child support. IPV determination due to fraud investigation report. IPV determination overturned by FF review.

Proceed with saving the delete entry by clicking 'Next'. The overturned IPV record is removed from the case history.

W-2 IPV Penalty				
Individual	IPV Occurrence	IPV Begin Date	IPV End Date	
JESSIE HAYES 32M PP	2R	09/01/2013	08/31/2014	

If multiple W-2 IPV(s) exist for the individual and an IPV is deleted, two validation messages appear prompting the worker to enter IPV comments for the delete and to review and update existing IPV(s) as appropriate.

The following events have occurred:

-  **AE470:** Please enter/update IPV Comments when deleting an IPV.
-  **AE471:** Other IPV(s) exists for this individual. Update other IPV(s) as appropriate.

Example: Jessie does not agree with the decision for the first IPV and requests a Fact Finding Review. In April 2013, Jessie presents new information and the Fact Finder overturns the agency decision. The agency deletes the first IPV. The second IPV is now the first IPV. The penalty period for the second IPV is now six months. Since the second IPV was entered in February 2013, the new penalty period for the second IPV is 03/01/13-08/31/13. The agency must override the penalty dates.

Select the second IPV record and change the IPV Occurrence from '2R' to '1R'. In this example, the worker removes the override information. The IPV was entered on 02/01/2013 and the system calculated penalty dates are correct. Workers are responsible for accurately determining override begin and end dates of existing IPV(s) when deleting an IPV.

Intentional Program Violation Details			
* Individual:	JESSIE HAYES 32M PP	* Sequence:	2
* IPV Occurrence:	1R - FIRST	* IPV Tracking Number:	1083
* IPV Reason(s):	<input type="checkbox"/> EU - MISREPRESENTED INCOME, EARNED OR UNEARNED <input checked="" type="checkbox"/> FD - PROVIDED FRAUDULENT DOCUMENTATION <input type="checkbox"/> FI - PROVIDED FALSE IDENTIFICATION OR SSN <input type="checkbox"/> HA - MISREPRESENTED ASSETS <input type="checkbox"/> HC - MISREPRESENTED HOUSEHOLD COMPOSITION <input type="checkbox"/> MR - MISREPRESENTED RESIDENCY <input type="checkbox"/> RI - CONVICTION - MISREPRESENTED IDENTITY OR RESIDENCE		
* Penalty Period in Months:	6	* Penalty Begin Date:	03/01/2013
		* Penalty End Date:	08/31/2013
* Send Rectify Letter? (If yes, eligibility will not be impacted.)	No	* Override Begin Date:	MM / DD / YYYY
* Reason for Override:		* Override End Date:	MM / DD / YYYY
Original IPV			
* Original IPV Entered By:	XCTV22	* Agency:	WSSOB
* Original IPV Entry Date:	02/01/2013		

ALERTS

Alerts trigger when IPV information is added, changed, or deleted on an open case. Two new alert codes are:

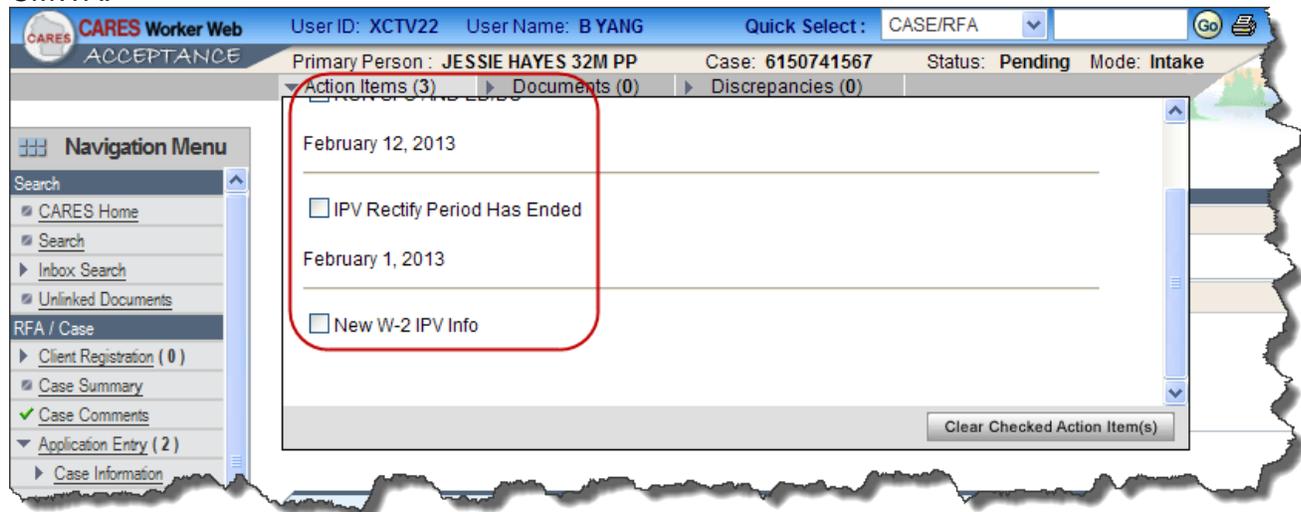
Alert 497 – ‘New W-2 IPV Info’

This alert triggers when a new W-2 IPV record is entered, a W-2 IPV is deleted, or an existing W-2 IPV is overridden. The alert triggers for the Primary Worker, Child Care Worker, and Financial and Employment Planner (FEP). The alert will not trigger when the only change to the page is IPV Comments.

Alert 498 – ‘IPV Rectify Period Has Ended’

This alert triggers when the worker indicates that a W-2 IPV is within the seven working day timeframe. The alert triggers for the worker who entered or updated the IPV and the FEP. The alert is set at the highest priority level “1”.

IPV alerts appear as action items on the case in CWW and under the worker ID on CARES screen CMWA.



```

CMWA          WORKER ACTIVITIES - SYSTEM ALERTS          02/12/13 00:00
                XCTV22 B YANG
          **** TO CLEAR THE SYSTEM ALERT ENTER * IN THE SEL FIELD ****
          **** TO SELECT A CASE ENTER S IN THE SEL FIELD ****
CTY: 40 UNIT:          CSLD:          WORKER ID: XCTV21  SHORT NAME: B YANG

SEL  NUMBER  IND SHORT NAME/ ALRT ALERT MESSAGE /          DATE  DATE  PRY
          NUM  DESC  CODE SENDER ID / DATE DISPLAYED          DUE   CREATED
-----
 6150741567 C J HAYES          497 New W-2 IPV Info          020213 020113 1
 6150741567 C J HAYES          498 IPV Rectify Period Has Ended          021213 020113 1
    
```

- NOTE: W-2 IPV alerts will not trigger on closed W-2 cases. Agencies are responsible for timely follow-up on IPV's imposed on closed W-2 cases.

NOTICES

NWI: W-2 Rectify Letter

The W-2 IPV rectify letter is addressed to the IPV individual on an open or closed W-2 case and includes the Penalty Begin Date and Penalty End Date (or Override Begin Date and Override End Date, if applicable), the IPV Occurrence Number, and the IPV Reason(s).

If the IPV individual is not the primary person in the W-2 AG, the rectify letter is also mailed to the primary person indicating that there is an IPV for the IPV individual.

- NOTE: For a W-2 IPV due to a conviction of misrepresentation of identity or residence in a federal or state court, the worker must suppress the notice trigger and issue a manual rectify letter. W-2 agencies must develop an internal notice using the *Notice of Noncooperation with Program Requirements (NWNC)* notice as a guide. BWF will develop a manual rectify letter for future release.

Notice of Eligibility

There are no changes to the Notice of Eligibility for a W-2 IPV. The text displayed in the notice corresponds with the IPV occurrence and closure code that generates when the worker runs eligibility to confirm W-2 failure.

Reason Code 687: There has been one instance of an Intentional Program Violation (IPV). IPV means you have not followed the rules of the program on purpose. You are denied benefits for 6 months.

Reason Code 688: There have been 2 different instances of Intentional Program Violations (IPV). IPV means you have not followed the rules of the program on purpose. You are denied benefits for 12 months.

Reason Code 248: There have been 3 different instances of Intentional Program Violations (IPV). IPV means you have not followed the rules of the program on purpose. You are permanently denied benefits.

Workers will be unable to run eligibility on a closed W-2 case to generate the Notice of Eligibility for a W-2 IPV. Agencies must issue a manual negative notice using the *Negative Notice (F-16001)* form and scan a copy into ECF.

Notices of eligibility for W-2 IPV on open cases are available in the Client Correspondence history in CWW. These notices are also found in ECF under the code *CORR*. A new scan code for IPV documents will be available in the future.

FORMS AND PUBLICATIONS

The following forms have been updated to remove W-2 from the administrative process for determining an IPV:

- Administrative Disqualification Hearing Notice ([F-16038](#))
- Waiver of Administrative Disqualification Hearing ([F-16039](#))

TRAINING

The [Intentional Program Violation Desk Aid: Wisconsin Works](#) is available on the PTS Learning Center.

AGENCY ACTION

W-2 agencies must discuss W-2 IPV automation with staff and update any relevant local agency procedures.

CONTACTS

For Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For CARES Processing Questions: W-2 Help Desk

Program Categories: FoodShare (FS), Medicaid (MA), BadgerCare Plus (BC+), Senior Care (SC), Caretaker Supplement (CTS), Child Care (CC), Wisconsin Works (W-2), FoodShare Employment and Training (FSET), Children First (CF), Emergency Assistance (EA), Job Access Loan (JAL), Job Center (JC) Programs, Refugee Assistance Program (RAP), Workforce Investment Act (WIA), Other Employment Programs (Other EP).

DCF/DFES/BWF/BY