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**FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY**

MEMORANDUM

DATE: January 7, 2013

TO: Regional Workforce Board Directors

FROM: Lois A. Scott, Program Manager, Workforce Program Support 

SUBJECT: Welfare Transition and Supplemental Nutrition Assistance Program (SNAP)
Fraud Referral Template

In a continued effort to provide Regional Workforce Boards (RWBs) with the resources needed to discourage and deter participant fraud, the Department of Economic Opportunity (DEO) has taken steps to make fraud reporting easier for program staff. These efforts include the new ability to report instances of suspected fraud directly into the FLORIDA system and hosting several webinars on the fraud reporting process for Fraud Referral Designees and program staff.

As a part of this effort, DEO is introducing the Fraud Referral Reporting Form. This easy-to-use template provides all of the information the Fraud Referral Designee will need in order to enter a fraud referral in FLORIDA. We have included an attachment of the form and a step-guide with detailed instructions on how to use it. While you are not required to use the DEO-created template, the type of information the form gathers is necessary for the Public Assistance Fraud (PAF) unit to conduct their investigation for instances of suspected fraud. If a Region chooses not use this template, it will need to ensure that all information needed for an investigation can easily be found and located upon request.

Please share this information with program staff.

LAS/opp

Cc: Tom Clendenning Dehryl McCall Michael Lynch Cliffin Atkinson

Attachments: [Fraud Referral Form](#)
[Fraud Referral Template Step-Guide](#)