# Table of Contents

1. Introduction .................................................................................................................. 1  
2. Accessing eDRS ............................................................................................................ 2  
   2.1. Requesting a User Account .................................................................................. 2  
      2.1.1. To Request an eAuthentication ID ................................................................. 2  
      2.1.2. To Request eDRS User Access or Additional Rights for an Existing eDRS Account ...... 2  
   2.2. Logging into eDRS .................................................................................................. 3  
      2.2.1. To Login to eDRS ....................................................................................... 3  
3. Performing Online Queries .......................................................................................... 6  
   3.1.1. To Perform an Online Query ........................................................................... 6  
   3.2. Submitting Single Queries .................................................................................. 7  
   3.3. Adding Queries to the Queue ............................................................................ 11  
      3.3.1. To Add Queries to the Queue ..................................................................... 11  
4. Conducting Secondary Verification ............................................................................ 14  
   4.1.1. To Request Secondary Verification ................................................................ 14  
   4.1.2. To View Secondary Verification Requests as a Requestor ................................. 15  
5. Accessing Help and Submitting Feedback .................................................................. 17  
   5.1. Online Help .......................................................................................................... 17  
      5.1.1. To Use the Online Help Functionality ......................................................... 17  
   5.2. EDRS Help Desk .................................................................................................. 18  
      5.2.1. To Access the Online eDRS Help Desk Form .............................................. 18  
   5.3. Feedback ............................................................................................................... 19  
      5.3.1. To Submit an Online Feedback Form .......................................................... 19  
6. Logging Out .................................................................................................................. 20  
   6.1.1. To Log Out of the Application ....................................................................... 20  
7. Appendix A: Glossary ................................................................................................... 21
# Table of Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FNS Form 674 User Access Request Form</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>eAuthentication Login</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Terms and Conditions Page</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>EDRS Home Page</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Expand Button</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>EDRS Home Page</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Online Query Link</td>
<td>6</td>
</tr>
<tr>
<td>8</td>
<td>Online Query Page</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>Online Query - Query Purpose</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>Online Query - Last Name and First Name</td>
<td>8</td>
</tr>
<tr>
<td>11</td>
<td>Search for ID other than SSN</td>
<td>8</td>
</tr>
<tr>
<td>12</td>
<td>Query Results</td>
<td>9</td>
</tr>
<tr>
<td>13</td>
<td>Page Number Links</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>Print</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>Print Dialog Box</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>View Disqualification Details</td>
<td>10</td>
</tr>
<tr>
<td>17</td>
<td>Disqualification Details</td>
<td>10</td>
</tr>
<tr>
<td>18</td>
<td>Online Query - Query Criteria</td>
<td>11</td>
</tr>
<tr>
<td>19</td>
<td>Add to Queue</td>
<td>11</td>
</tr>
<tr>
<td>20</td>
<td>Pending Query</td>
<td>12</td>
</tr>
<tr>
<td>21</td>
<td>View Results</td>
<td>13</td>
</tr>
<tr>
<td>22</td>
<td>Query Results</td>
<td>13</td>
</tr>
<tr>
<td>23</td>
<td>Request Secondary Verification</td>
<td>14</td>
</tr>
<tr>
<td>24</td>
<td>Secondary Verification Request Sent to Locality Contacts</td>
<td>14</td>
</tr>
<tr>
<td>25</td>
<td>Secondary Verification</td>
<td>15</td>
</tr>
<tr>
<td>26</td>
<td>Display Verification</td>
<td>15</td>
</tr>
<tr>
<td>27</td>
<td>Verification Tracking Details</td>
<td>15</td>
</tr>
<tr>
<td>28</td>
<td>Update Status</td>
<td>16</td>
</tr>
<tr>
<td>29</td>
<td>Online Help</td>
<td>17</td>
</tr>
<tr>
<td>30</td>
<td>Help File</td>
<td>17</td>
</tr>
<tr>
<td>31</td>
<td>EDRS Help Desk</td>
<td>18</td>
</tr>
<tr>
<td>32</td>
<td>EDRS Help Desk</td>
<td>18</td>
</tr>
<tr>
<td>33</td>
<td>Online Help</td>
<td>19</td>
</tr>
<tr>
<td>34</td>
<td>EDRS Feedback</td>
<td>19</td>
</tr>
<tr>
<td>35</td>
<td>Logout</td>
<td>20</td>
</tr>
<tr>
<td>36</td>
<td>EDRS Log Off Confirmation</td>
<td>20</td>
</tr>
</tbody>
</table>
1. Introduction

This document provides a guide for users of the Electronic Disqualified Recipient System (eDRS) online application with the primary role of performing online queries. It details how to use the functionality provided by the system and will be updated periodically to reflect any changed system or program requirements. This document is organized into the following sections:

- Accessing eDRS
- Performing Online Queries
- Conducting Secondary Verification
- Generating Reports
- Accessing Help and Providing Feedback
- Logging Out

EDRS provides authorized users with a single, user-friendly and web-based interface for accessing the most up-to-date and comprehensive data on disqualified member(s) of a household receiving Supplemental Nutrition Assistance Program (SNAP) benefits. With eDRS, users can conveniently and securely access information from their own personal computers (PCs) and can perform all necessary functions related to disqualification data through one website. In order to access eDRS, you will need a computer with an internet browser and internet access.

The long-term vision for eDRS is that it will be the single, most comprehensive and timely resource for tracking SNAP disqualifications. Users of eDRS span 53 states and territories, Food and Nutrition Service (FNS) Headquarters, and the seven FNS regional offices (RO).

This user guide is designed to help the following three types of “Business Users” access and use eDRS to fulfill their unique job responsibilities related to performing online queries and tracking disqualified members of a household receiving SNAP benefits.

- Supplemental Nutrition Assistance Program Eligibility Workers – Responsible for processing SNAP applications and ensuring that individuals with active disqualification penalties are not granted benefits.
- Locality Contacts – Responsible for verifying prior fraud infractions in a given jurisdiction when an individual has been identified as committing fraud in another jurisdiction.
- Quality Control (QC) Reviewers – Responsible for conducting periodic quality control reviews of State SNAP eligibility determinations, which includes crosschecking to ensure current SNAP recipients were not in disqualification status as of the review date.
2. Accessing eDRS

This chapter explains how to access eDRS, including requesting a user account and logging into the eDRS application.

2.1. Requesting a User Account

USDA uses centralized user account management and access controls through the eAuthentication (eAuth) and Central Security Administrative Management System (CSAMS) initiatives. EDRS users must have an eAuth Level II account that will be used as the login ID for eDRS. EDRS privileges are granted through the CSAMS process rather than through eDRS’s online request process. A user must first get an eAuth Level II ID before requesting access to eDRS. The following paragraphs describe how to request an eAuth ID and access to eDRS.

2.1.1. To Request an eAuthentication ID


**NOTE:** EDRS requires eAuth Level II access.

2. Follow the instructions for USDA employees or for Non-Federal Employees for creating accounts.

3. Once you have created the account online, you must visit a Local Registration Authority (LRA) and bring a government issued photo ID such as:
   - State Driver’s Licenses
   - Military identification cards
   - State employee identification cards
   - US passports

4. The LRA will compare the user to the picture ID, then log on and locate the user’s account and activate it.

2.1.2. To Request eDRS User Access or Additional Rights for an Existing eDRS Account

Once you have an eAuth Level II identification (user ID and password), you must apply for initial access to eDRS via the FNS-674 form process. A blank form and specific instructions can be obtained by requesting a copy of the form and instructions from the eDRS Help Desk at [edrs@fns.usda.gov](mailto:edrs@fns.usda.gov) or by calling (866) 557-8330.
1. Complete the FNS Form 674, User Access Request Form.

![FNS Form 674 User Access Request Form](image)

**Figure 1. FNS Form 674 User Access Request Form**

2. Follow the form’s instructions and complete all required information. Indicate on the form what rights and/or privileges you need to access.
3. Provide the completed form to your supervisor for approval and signature.
4. Once approved by your State Security Officer, your signed form needs to be forwarded to your Regional Security Officer for activation. Your eDRS account will be updated and you will be notified when the process is complete.

### 2.2. Logging into eDRS

#### 2.2.1. To Login to eDRS

2. Enter your eAuth Level II User ID and Password.

![eAuthentication Login](image)

**Figure 2. eAuthentication Login**

3. Click Login.
4. The eDRS Terms and Conditions page will display.

Figure 3. Terms and Conditions Page

5. Click the Agree button to indicate you understand and consent to the terms of usage.

NOTE: Pop-up blockers will prevent eDRS from operating as designed. Once the user has successfully logged on, if the only window the user can see is "eDRS Browser Compatibility," the user should go to the properties of the pop-up blocker and either turn it off or add the eDRS URL (https://www.edrsng.fns.usda.gov) to its "Allowed Sites." If you need further assistance, please contact the eDRS Help Desk.

6. After successfully logging in, the eDRS Home page will display.

NOTE: If you do not have a valid user account, you must complete FNS Form 674 to request access to the system.

Figure 4. EDRS Home Page
The eDRS Home page is divided into four main sections: Menu Options, Welcome to eDRS, Help Desk Information, and Announcements.

- The **Menu Options** displayed in the left menu bar are based on the access that you have been granted. Thus, depending on your user role, you will likely not see all of the menu options displayed above; you will only see those menu options that apply to your role. The menu will display on every page within the eDRS application. However, you can expand or collapse the menu, and when making some selections, the menu will automatically collapse. If it is collapsed, click on the expand button to expand the menu.

**Figure 5. Expand Button**

- The **Welcome to eDRS** section provides an overview of the system.
- The **Help Desk Information** immediately below the Welcome section includes Help Desk contact information.
- The **Announcements** section to the right of the page contains information about changes to the system, or related policies, and where to obtain the supporting documents.

**NOTE:** The system will automatically log out and redirect users from their current eDRS screen after an inactivity period of 20 minutes. The system will display a warning to users who have been inactive for 15 minutes. The warning will notify the user that their session will expire automatically in five minutes without user action.
3. Performing Online Queries

Users will perform online queries to determine eligibility of those requesting benefits or to assess a penalty determination. An Online Query allows you to access a disqualification on an individual through submitting a query by last name, social security number (SSN) or ID other than SSN.

NOTE: In this guide, the term “Recipient” is used for an individual who has been entered into eDRS. The term “Disqualification” is used for an Intentional Program Violation (IPV) entered for a Recipient. One Recipient can potentially have multiple Disqualifications entered.

3.1.1. To Perform an Online Query

1. Go to the eDRS Home page.

![Figure 6. EDRS Home Page](image)

2. Click Online Query in the menu bar.

![Figure 7. Online Query Link](image)
3. The **Online Query** page displays:

![Online Query Page](image)

**Figure 8. Online Query Page**

The Online Query page contains the following buttons:

- The **Submit Single** button is used to submit a single query.
- The **Add to Queue** button is used to add multiple queries to the queue.
- The **Clear** button is used to clear all the fields.

### 3.2. Submitting Single Queries

1. From the **Online Query** page, select the Query Purpose from the **Query Purpose** drop down list. There are four possible choices for Query Purpose: Eligibility Determination, Penalty Determination, Quality Control, and Administration. The **Query Purpose** must be selected to submit the query.

![Online Query - Query Purpose](image)

**Figure 9. Online Query - Query Purpose**
NOTE: If the query purpose is “Eligibility Determination,” the query will only return records for recipients whose disqualifications have a disqualification status of "Yes" or "Pending Start". The three other query purposes return all records that match the query(s) search criteria.

NOTE: A disqualification is in a “Pending Start” status from the Decision Date until the official Start Date for the disqualification period.

2. Enter other criteria data in the appropriate fields; you must enter the Last Name, SSN, or ID other than SSN.

![Online Query Interface]

**Figure 10. Online Query - Last Name and First Name**

NOTE: For the Last Name and the First Name, you can select the pattern matching criteria. Options available are: Exact, Contains, Ends With, and Starts With.

NOTE: You can choose to search for ID other than SSN. When you select the “Search for ID other than SSN” checkbox, the SSN will be grayed out and the Alternate ID Number, Select ID Type, and Select Country fields will display (the Select Country field will be grayed out until you select Passport Number as the ID Type). The ID Types include Passport Number, ITIN (Individual Taxpayer Identification Number), and Alien Registration Number.

![Search for ID other than SSN Interface]

**Figure 11. Search for ID other than SSN**

3. Click the Submit Single button to submit the query and view the results.
4. The results based on the selection criteria are displayed.

![Query Results](image1)

**Figure 12. Query Results**

The DQ Status column displays whether or not the participant is in disqualified status. The column will have a “Y” in it if they are in disqualified status, and an “N” in it if they are no longer in disqualified status.

**NOTE**: If the disqualification is in a “Pending Start” status, which is from the Decision Date until the official Start Date for the disqualification period, the DQ Status column displays “P”.

5. If the number of returned recipients for your query exceeds the maximum number allowable (5,000) or does not contain the minimum number allowable (1) you will receive a message to refine your search criteria.

6. If the number of returned recipients for a query exceeds the set page limit, you can go to a different page of the query results by clicking on the page number link at the bottom of the page.

![Page Number Links](image2)

**Figure 13. Page Number Links**

7. To print the page, click **Print**.

![Print](image3)

**Figure 14. Print**
8. The **Print** dialog box will display. To avoid text being cutoff while printing, change the page layout to “Landscape” prior to printing. Click **Print**.

![Print Dialog Box](image)

**Figure 15. Print Dialog Box**

9. To view disqualification details from the **Online Query Results** page, click on the expand button next to the desired record in the first column of the results. The record result will expand to display the disqualification records associated with that recipient. To view the disqualification record, click the link in the **Disqual #** column.

![Disqualification Details](image)

**Figure 16. View Disqualification Details**

10. The Disqualification Details for that recipient will display.

![Disqualification Details](image)

**Figure 17. Disqualification Details**

11. To print this page, click the **Print** icon on the top right of the page.

12. To return to the **Online Query Results** page, click the **Back** button at the bottom of the page.
3.3. Adding Queries to the Queue

A user who wants to do multiple queries has the option of adding queries to the queue instead of submitting each query individually. To add queries to the queue, the user enters the selection criterion to build a “list” of queries and then submits the entire list. The user will have the opportunity to preview the list of queries prior to submission.

3.3.1. To Add Queries to the Queue

1. Enter the first query criteria on the Online Query page, as previously covered, select the Query Purpose and enter the desired criteria, such as Last Name and First Name.

![Figure 18. Online Query - Query Criteria](image)

2. Click the Add to Queue button to add your query to the queue and enter another query.

![Figure 19. Add to Queue](image)
3. Enter the query criteria for the next query and click **Add to Queue**. The second query you entered will display in the **Pending Queries** section.

![Online Query](image)

**Figure 20. Pending Query**

4. Repeat step 3 until all desired queries are added to the queue of pending queries.
5. The list of queries you have added to the queue will display under **Pending Query**.
6. To edit a query, click the check box beside the entry you want to edit and click the **Edit** button. Please note you can edit only one query at a time; the **Edit** button will be enabled when only one query is selected via its check box.
7. To delete a query, click the check box beside the entry you want to delete and click the **Delete** button.
8. To view the query results, click **Print All Results**. You can also click **View Results** in the first column next to the desired query to view the results for that single query.

![Figure 21. View Results](image)

9. Your query results will display.

![Figure 22. Query Results](image)
4. Conducting Secondary Verification

Before denying an applicant SNAP benefits on the basis of an active disqualification indicated in eDRS, states must verify the disqualification from the primary disqualification source – the originating state’s written documentation of the disqualification. This process is called Secondary Verification. The Secondary Verification functionality in eDRS provides users an electronic way to request verification of a previous disqualification and to track that request.

A user can request the secondary verification from the disqualification details and can track the status of the request through an eDRS inbox. The Locality Contacts (Primary and Secondary) receive the requesting state’s request and are asked to provide documentation to verify the disqualification status of an individual (up to four locality contacts are allowed). Locality Contacts provide disqualification documentation by sending the information to the Requestor (external to the eDRS system). The status of the request will be captured in the Secondary Verification inbox and outbox of the locality contact and Requestor.

4.1.1. To Request Secondary Verification

1. Create a query as previously covered above. Click on the Disqual # for the desired disqualification of the recipient.
2. The Disqualification Details and the Contact Details will display.
3. Click the Request Secondary Verification button.

![Figure 23. Request Secondary Verification](image)

4. The message stating “Secondary Verification Request has been sent to all locality contacts.” will display. Click OK.

![Figure 24. Secondary Verification Request Sent to Locality Contacts](image)

**NOTE:** If a Locality Contact has not been assigned in the system, eDRS displays the message, “The locality contact information is missing. Notification has been sent to the FNS Regional Coordinator.” If the state associated with the disqualification is not an eDRS participant, eDRS displays the message: “The Locality Contact is not a user of the system. Secondary Verification will need to be requested by telephone. Please refer to contact information provided with this record or refer to the Profiles link on the left toolbar for Locality Contact Information.”
4.1.2. To View Secondary Verification Requests as a Requestor

1. Click Secondary Verification in the left menu.

2. Select Requestor in the drop down menu on the upper right hand of the Secondary Verification page. The Requestor selection will show those that have been requested for verification.

3. Click on the Display Verification link for the request that you would like to view.

4. The Verification Tracking Details page will display.
5. Update the status, as applicable.

**Figure 28. Update Status**

**NOTE:** When the Locality Contact clicks on the Verification Tracking Number for the first time, the status will change from New to Reviewed. If the Locality Contact has not reviewed the request within seven (7) days, an email reminder will be sent to both the Locality Contact and the Requestor. Subsequent email reminders will be sent every seven days for the first 28 days with the message; “Note: After 60 days the system will automatically close the request if no action is taken. If the request is verified, the Locality Contact will send documentation to the Requestor (external to the system.)”

**NOTE:** If the disqualifying state does not provide the information within 20 days, the requestor (or requestor organization) should contact their FNS Regional Office for assistance. If the disqualifying state cannot provide the information, the disqualifying state must remove the disqualification. The disqualification is invalid, and the requestor should proceed with their process as if the disqualification did not exist.
5. Accessing Help and Submitting Feedback

This chapter explains how to obtain help while using eDRS. There are two methods through which to obtain help through eDRS:

- **Online Help** – Detailed help guides that can be accessed through the application to provide you with step-by-step instructions for each function performed within the system.
- **EDRS Help Desk** – Provides assistance for any issues or problems you may have with the system. You can contact them via email, an online form, or by telephone.

You can also submit feedback about eDRS through online Feedback.

**NOTE:** All password related issues should be directed to the eAuthentication Help Desk at eAuthenticationHelpDesk@USDA.gov.

5.1. Online Help

Online Help is organized according to sections within eDRS and is broken down into subsections accordingly.

5.1.1. To Use the Online Help Functionality

1. Click **Help** in the upper right corner of the page. From the drop down list, select the desired Help option (the user guides will display in a Help file format).

   ![Figure 29. Online Help](image)

2. The help file will display. You can scroll through the contents. The buttons on the bottom of the Help window are for **Table of Contents**, **Index**, **Glossary**, and **Search**.

   ![Figure 30. Help File](image)
5.2. EDRS Help Desk

To access the eDRS Help Desk information, go to the eDRS Home page and refer to the bottom left hand corner of the page under eDRS Help Desk, or click on eDRS Help Desk in the menu bar. You are offered three methods for communicating with the Help Desk:

1. Call the Help Desk directly at (866) 557-8330, 8:30AM – 5:00PM ET.
2. Email the Help Desk directly at eDRS@fns.usda.gov with a description of your problem.
3. The Online eDRS Help Desk form.

5.2.1. To Access the Online eDRS Help Desk Form

1. Click Help in the upper right corner of the page. From the drop down list, select eDRS Help Desk.

![Figure 31. EDRS Help Desk](image)

2. The eDRS Help Desk page will display.

![Figure 32. EDRS Help Desk](image)

3. The Online Form asks for the following information:
   - Name
   - Email
   - Phone
   - Select your Problem Area – Select the appropriate radio button
   - Problem – Provide additional information based on the radio button chosen
   - Additional Information – Add any additional information that may assist the Help Desk in determining the best way in which to resolve your problem(s)

4. Enter all required information and click the Submit button to submit the form to the Help Desk.
5.3. Feedback

Users have the option of submitting feedback to FNS regarding the eDRS application. This option is to allow users to provide any suggestions or comments they may want to share in terms of improving the system, changing the system, etc. They can access this option by clicking on Feedback in the menu bar. This will bring up an email through your current email where you can provide feedback, suggestions, and concerns, etc.

NOTE: You may use this communication channel to submit comments about eDRS. However, if you need an answer to a specific question or have encountered a problem with using the system, please contact the Help Desk.

NOTE: You can call the Help Desk directly at (866) 557-8330, 8:30AM – 5:00PM ET.

5.3.1. To Submit an Online Feedback Form

1. Click Help in the upper right corner of the page. From the drop down list, select Feedback.

![Figure 33. Online Help](image)

2. The eDRS Feedback page will display. Enter your Name, Email, Phone, and Feedback.

![Figure 34. EDRS Feedback](image)

3. Click Submit.
6. Logging Out

The Logout function allows you to log out of the eDRS application.

6.1.1. To Log Out of the Application

1. Click Log Out at the top right of the page.

![Figure 35. Logout](image)

2. Click OK in the confirmation dialog box.

![Figure 36. EDRS Log Off Confirmation](image)
## 7. Appendix A: Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Date</td>
<td>The date a decision is rendered by an official in an administrative disqualification hearing or a court of law, or the date the individual signed either an administrative disqualification hearing waiver or a disqualification consent agreement.</td>
</tr>
<tr>
<td>Disqualification Number or # of Disq.</td>
<td>The occurrence of a disqualification for any recipient; i.e., the first time a recipient is disqualified, the number is 1, the second time, the number is 2, etc. This number is used for penalty period determinations. A disqualification number should not be duplicated for any recipient. If this occurs, the problem needs to be investigated.</td>
</tr>
<tr>
<td>DRS</td>
<td>Disqualified Recipient System</td>
</tr>
<tr>
<td>eDRS</td>
<td>Electronic Disqualified Recipient System</td>
</tr>
<tr>
<td>FNS</td>
<td>Food and Nutrition Service</td>
</tr>
<tr>
<td>FSO</td>
<td>FNS Security Officer</td>
</tr>
<tr>
<td>Headquarters</td>
<td>FNS National Headquarters in Alexandria, VA.</td>
</tr>
<tr>
<td>IPV</td>
<td>Intentional Program Violations</td>
</tr>
<tr>
<td>ITIN</td>
<td>Individual Tax Identification Number, which is a United States tax processing number issued by the Internal Revenue Service.</td>
</tr>
<tr>
<td>Locality</td>
<td>A distinct portion of a State, often a county, with an individual identifier.</td>
</tr>
<tr>
<td>Locality Code</td>
<td>A unique numeric identifier for a Locality within a State. Either a FIPS code or a State-designated Locality Code may be used. The value must be four characters or less and must be an existing locality code for the state as defined in eDRS.</td>
</tr>
<tr>
<td>Locality Contact</td>
<td>The person designated by the State to provide secondary verification of disqualification matches found through eDRS. The Computer Matching and Privacy Act of 1988 requires that all matches be verified through the primary source (originator). EDRS information about a disqualification does not constitute a primary source from which to verify a disqualification. The Locality Contact for a disqualification will provide a copy of the primary disqualification document as the primary source.</td>
</tr>
<tr>
<td>Offense Code</td>
<td>A text or numerical value representing the offense that formed the basis of the disqualification. Data output in a disqualification is a numerical value (2 - 6) representing the offense. Data input values representing the offense are alphabetic (B, D, E, F). NOTE: See “Offense Description” below for a correlation between offense codes (Input “Text” values and output “Code” values) and offense descriptions.</td>
</tr>
</tbody>
</table>
A short description of the offense that serves as the basis of the disqualification, if one is presented in the disqualification source document. Correlation between Offense Codes and Offense Descriptions follow:

<table>
<thead>
<tr>
<th>Text (output)</th>
<th>Code (input)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A (N/A)</td>
<td>Drug Trafficking Conviction Involving Less Than $500.</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>Any Trafficking (drugs, firearms/explosives, benefits) Conviction Involving Benefit Value of $500 or More.</td>
</tr>
<tr>
<td>3</td>
<td>C (N/A)</td>
<td>Firearms Trafficking Conviction Any Amount.</td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>Any Conviction or Administrative Finding not specified in codes B, E, or F.</td>
</tr>
<tr>
<td>5</td>
<td>E</td>
<td>Duplicate Participation.</td>
</tr>
<tr>
<td>7</td>
<td>Z (N/A)</td>
<td>Other IPV.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>No offense code specified (the code is empty/nothing).</td>
</tr>
</tbody>
</table>

**NOTE:** “Codes” A, C and Z – associated with the Descriptions for “Text” 1, 3, and 7 – are no longer valid inputs; eDRS reports those codes as historical information of previously inputted disqualifications.

**PC**

Personal Computer

**Penalty Determination**

In order to determine the appropriate penalty period for a client suspected of an IPV, the State must check eDRS to determine whether the IPV suspect has any prior disqualifications.
The length in months of an IPV penalty. The penalty length is specified in regulation as depicted in the table below.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Specified Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First IPV</td>
<td>12 months</td>
</tr>
<tr>
<td>Second IPV</td>
<td>24 months</td>
</tr>
<tr>
<td>Third IPV</td>
<td>Permanent disqualification</td>
</tr>
<tr>
<td>Use of benefits for drug trafficking (first such violation)</td>
<td>24 months</td>
</tr>
<tr>
<td>Use of benefits for drug trafficking (second such violation)</td>
<td>Permanent disqualification</td>
</tr>
<tr>
<td>Use of benefits involving firearms, explosive or ammunition trafficking (first such violation)</td>
<td>Permanent disqualification</td>
</tr>
<tr>
<td>Trafficking involving benefit value of $500 or more (first such violation)</td>
<td>Permanent disqualification</td>
</tr>
<tr>
<td>Fraudulent or duplicate application</td>
<td>120 months</td>
</tr>
</tbody>
</table>

Alternatively, the judge issuing the disqualification decision may assign a different penalty length in the range from zero months to permanent. This is the period of penalty (up to 96 months). Values greater than 96 have special meaning as indicated below:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Indicates the penalty is from a duplicate participation violation and carries a standard 120 month penalty period.</td>
</tr>
<tr>
<td>998</td>
<td>Indicates the penalty length is greater than 96 months but not 120 months. The state that entered the disqualification should be contacted for details of the penalty period.</td>
</tr>
<tr>
<td>999</td>
<td>Indicates the recipient is permanently disqualified from the SNAP program.</td>
</tr>
</tbody>
</table>

**QA**

Quality Assurance

**QC**

Quality Control. Option used by Quality Control workers to verify eligibility of a recipient as of the current QC review date.

**Regional Office**

The Regional FNS Office that administers a group of States.

**SNAP**

Supplemental Nutrition Assistance Program

**SSN**

Social Security Number

**SSO**

State Security Officer

**Start Date**

The date on which the penalty for disqualification begins.

**USDA**

United States Department of Agriculture