

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
June 29, 2019**

**IM 5309**

**TO:** County Social Service Directors  
Economic Assistance Policy Regional Representatives  
Economic Assistance Policy Quality Control Reviewers

**FROM:** Carol Cartledge, Director, Economic Assistance

**SUBJECT:** Intentional Program Violation

**PROGRAMS:** CCAP, SNAP and TANF

**EFFECTIVE:** July 1, 2017

**RETENTION:** Until superseded

**SECTIONS  
AFFECTED:** **CCAP**  
Scheduled Intentional Program Violation Meeting 400-19-162-20  
Court Conviction 400-28-162-30  
**SNAP**  
Scheduled Intentional Program Violation Meeting 430-05-77-15  
Court Conviction 430-05-77-25  
**TANF**  
Scheduled Intentional Program Violation Meeting 400-19-137-20  
Court Conviction 400-19-137-30

The Legal Advisory Unit will no longer issue signed findings and order when an individual chooses to sign either Waiver A, Waiver B or when there is a court conviction. The purpose of the findings and order is for the Executive Director of the Department to issue a final decision for an administrative hearing. When a waiver is signed or there is a court conviction, there is no administrative hearing.

Counties must continue to send in the signed waivers and court convictions to the Appeals Supervisor in the legal advisory unit. Policy administrators will

review these documents and provide a response to counties with the date and information to impose the disqualification.

If you have any questions regarding this, please contact your regional representative.