MODEL FORM

Track Progress of Open Fraud Investigations

To keep investigations of possible fraud by households on course, use a tracking sheet like the one below. It's based on forms used by the Kentucky Housing Corporation. The Model Tracking Sheet asks for basic information about the inconsistency, and it leads your staffers through all the steps in the investigative process, including the writing of a final memo.

INVESTIGATION TRACKING SHEET

INSTRUCTIONS: To ensure compliance with the tax credit program, we must investigate any time we learn something that is inconsistent with prior information on household income or membership. Whenever an inconsistency is discovered, start a new investigation tracking sheet by filling out the top section of the form. File the form at the back of the first section of the investigations binder.

I. DESCRIPTION OF INCONSISTENCY

Site _____

Date _____

Name of Household Head _____

Address _____

Tel. #_____

Social Security # _____

How did you learn of the inconsistency?

❑ By reviewing original application

❑ By reviewing recertification information from household

❑ From verification source

❑ From informant:

Informant's name _____

Address _____

Tel. # _____

How does informant know household or household member?

_____

Keep informant's name confidential? ❑ Yes ❑ No

❑ Other (explain) _____

_____

The inconsistency concerns:

❑ Unreported income

Place of employment or source of income _____

❑ Unauthorized household member

Name of unauthorized member, if known _____

❑ Other (explain) _____

Describe in detail how the inconsistency came to your attention and identify the information provided by the household that is being called into question:

_____

_____

_____

_____

Filled out by: _____

II. STATUS OF INVESTIGATION

❑ Spoke to household head: Date _____

❑ Sent verification forms or asked for documentary verification:

Date _____

Verification source _____

Date _____

Verification source _____

❑ Took other steps to investigate:

Date _____

Step taken (explain) _____

Date _____

Step taken (explain) _____

❑ Received verification:

Date _____

Verification source _____

Date _____

Verification source _____

NOTE: If the investigation shows the household did not, in fact, provide false information, skip Section III and go directly to Section IV.

III. FOLLOW-UP ACTIVITIES

❑ Warning letter sent: Date _____

❑ Met at household's request: Date _____

❑ Sent termination notice or met with attorney to discuss termination for fraud and lawsuit for any savings in rent:

Date _____

IV. DOCUMENTATION OF INVESTIGATION

❑ Placed memo in file on discrepancy, investigation, and conclusions.

Written by: _____

Date _____

This section filled out by: _____

NOTE: After completing Section IV, make a copy of this form for the household file. Then place the original at the back of the investigations binder.