

2019 PROGRAM SPECIFICATION  
Premier Solutions

PROGRAM #: 621

STANDARD PROGRAM: Fraud Investigators

TARGET POP: N/A

---

---

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

---

---

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday – Friday, 8:00-5:00

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

## PROGRAM DESCRIPTION:

Vendor shall provide 3 part time positions equaling 1.5 FTE contracted staff and payrolling services for the following positions:

### **Fraud Investigator – Economic Support**

#### Basic Function

To conduct fraud investigations regarding alleged intentional program violations and fraudulent activity within various public benefit programs and provide information and referral for the Economic Support Division.

#### **Essential Duties**

1. Conduct investigations relative to allegations on behalf of Economic Support Division.
2. Assist in the development of fraud prevention and fraud investigation plans to remedy or prevent occurrence of fraud.
3. Coordinate with sheriff's department, district attorney, economic support staff, and others in obtaining recoupment of benefits.
4. Perform data collection and report findings to Economic Support Fraud Supervisor and Division Manager.
5. Participate in staff meetings and fraud related conferences.
6. Act as a resource person to other Human Services and Workforce Development staff.
7. Any other duties as assigned by supervisory staff.

#### Supervision Received

Receives supervision from Fraud Supervisor, Racine County Economic Support Division

#### Qualifications

- Bachelor's degree in a Human Services field (criminal justice, social welfare, social work, sociology). Experience may substitute educational requirement.
- One (1) year full time experience in Law Enforcement or Corrections or in a related professional position (Experience does not include internships, school or volunteer experience).
- Valid Wisconsin driver's license for required travel. Personal automobile, if used for work-related travel, must be covered by an automobile insurance policy.
- Prompt and regular attendance.

#### Knowledge, Skills, and Abilities

- Experience in fraud investigations preferred.
- Ability to respond to crisis and to make appropriate judgment as to resolution.
- Ability to deliver concise oral and written reports.
- Ability to work well with other agencies.
- Knowledge of community resources.
- Knowledge of Income Maintenance preferred.

## EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.