

## Administrative Policy No. 4.09

**Subject:** Delegation of Authority to Investigate Programs Administered by the Department

**Information Contact:** Senior Director, Office of Fraud and Accountability  
MS 45817 360-664-5767

**Authorizing Source:** RCW [10.93.020\(2\)](#), [43.20A.110](#), [43.20A.605](#), [74.04.012](#), [74.04.050](#), [74.04.060](#), [74.09.200](#), [74.09.210](#), & [74.09.290](#)

**Effective Date:** April 27, 1990

**Revised:** January 26, 2016

**Approved By:** original signed by Dana Phelps  
Senior Director, Policy & External Relations

---

### Purpose

This policy delegates the Secretary's authority to:

- Investigate public assistance applicant and recipient fraud in programs administered by the Department or investigated pursuant to a Service Level Agreement (SLA) with another agency.
- Investigate providers, other than providers of medical services funded by Title XIX funds.
- Refer appropriate cases to the prosecuting authority of jurisdiction.

### Scope

This policy applies to the Office of Fraud and Accountability.

### Policy Requirements

- A. The Office of Fraud and Accountability must:
1. Investigate applicant, recipient, and provider fraud—other than medical providers funded by Title XIX funds—in programs administered by the department.
  2. Secure evidence, using methods of investigation that:

- a. Do not infringe on the legal rights of persons involved, and
    - b. Are consistent with recognized principles of due process.
  3. Refer all appropriate cases, where substantial evidence of criminal acts has been found, to the county prosecuting attorney and/or United States Attorney of jurisdiction.
- B. All DSHS employees must cooperate with investigations conducted by the Office of Fraud and Accountability. Failure to do so may result in corrective action.

Official DSHS