**Section 117.91 New Hire Match**

The Department conducts a periodic New Hire Match of Department records and new hire information reported by employers. The purpose of the New Hire Match is to discover unreported earned income of persons receiving assistance.

a) When the new hire information reported by the employer matches Department records on clients and earned income has not been reported to the Department, a notice is sent to the household. The notice informs the household to provide verification, to the Department, of the new employment within 10 calendar days.

b) If the household fails to respond to the notice within 10 calendar days, benefits will be discontinued.

c) If the household responds to the notice and provides verification of the earnings, appropriate case actions regarding termination or reduction of benefits and determination of any overpayment will be made based on the information provided by the household regarding income and employment.

d) If the household responds to the notice and verifies that the information the Department received from the New Hire Match was incorrect, no negative action will be taken.