



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM 005-14HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Guidance Regarding Fraudulent Claims for Reemployment Assistance

**DATE:** February 5, 2014

The Department of Economic Opportunity (DEO) has received notifications of an increase in fraudulent claims filed for Reemployment Assistance. The Justice Administrative Commission (JAC) asked DEO's Fraud Unit for instructions as to what to do when fraud is suspected. DEO has provided the following instructions for use if you receive a UCB-412 claim form for a claimant who is currently employed with your circuit:

Step One -- Please contact the employee and ensure that they have not filed the claim, and have not received any monetary benefits.

Step Two -- Once you have verified that the employee has not filed a claim, please have the employee draft a letter stating that they have not filed for Reemployment Assistance, and have not received any benefits. The employee will need to include their home address and a telephone number where they can be reached. Please send the letter to Amber Moore at [amber.moore@justiceadmin.org](mailto:amber.moore@justiceadmin.org) and Andy Snuggs at [andy.snuggs@justiceadmin.org](mailto:andy.snuggs@justiceadmin.org). Once JAC receives the letter, we will attach it to the claim form and forward it to the Fraud Unit at DEO and they will flag the claim and investigate. At this point no additional monetary benefits will be paid on the claim.

Step Three -- You will still need to respond to the UCB-412 Claim form. Please include the following language in your response: **"This employee is currently employed and has indicated that they did not file a reemployment assistance claim for benefits. We request to not be held liable for any benefits paid associated with this claim."**

Please note it is possible that some monies will be paid on the claim before the claim is flagged. As always you will have to pay the invoice in full per Chapter 443, F.S.; however, once the claim is flagged for fraud no additional money will be issued on the claim, and any monies that were issued fraudulently will be refunded in the form of a credit on the subsequent quarterly billing statement.

Additionally, we recommend that the employee contact local law enforcement and file a report of identity theft. DEO would like to be provided with a copy of the police report. It can be faxed to their Fraud Unit at (850) 921-3930, which is a confidential line. The employee should include their name, correct mailing address, telephone number, and the last four digits of their Social Security number.

JAC staff are in regular contact with DEO and will issue any updates to the agencies we serve as they are received. Please feel free to contact Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org) or [Amber.Moore@justiceadmin.org](mailto:Amber.Moore@justiceadmin.org) if you have any questions or concerns.