

.03 Establishing CA Overpayment Months - Agency Error

The following procedures apply regardless of the time lapse between the time of error and its discovery:

- An overpayment exists beginning the first month in which the change should have been effective when all of the following occur:

The budgetary unit is [prospectively eligible](#).

FAA fails to effect a reported change in accordance with the [10*10*10* rule\(g\)](#).

The change is not due to progressive sanctioning.

- An overpayment exists beginning the first month in which required [DCSE](#) information should have been completed, but was not due to Agency error.

The participant is required to complete all missing information within ten days of notification. When the participant fails to complete the required information, complete the following:

- Send [NOAA](#).
- Impose a DCSE sanction beginning the month following the expiration of the NOAA. The overpayment continues to the effective month of the sanction. (See [Imposing Sanctions](#))

The final month of the overpayment is based on the discovery date when the participant complies with the appropriate DCSE requirement.

Apply the following when the error is discovered:

- When the error is discovered BEFORE THE PAYMENT DATE, the month of discovery is NOT an overpayment month.
- When the error is discovered AFTER THE PAYMENT DATE, the month of discovery is an overpayment month.
- When a procedural error causes an overissuance, do not establish a claim. (See [Procedural Error](#))