

E Local Office Overpayment Responsibilities - Potential Overpayment Referral

The EI is to complete the following immediately upon discovering a valid potential overpayment:

- Complete the Potential Overpayment (OP) Referral (FA-526) form.
- Stamp the front cover of the [case file\(g\)](#) Potential Over Payment (POP).
- For an ACTIVE case, verify the circumstances and income for each month of the overpayment. (See [Overpayment Verification](#))

NOTE For an INACTIVE case, the overpayment writer is responsible for obtaining additional verification when required. (See [Inactive Case Overpayment](#))

- Copy the documents that are applicable to the months of overpayment and attach the copies to the FA-526. Documents to copy include, but are not limited to, the following:

Applications

Interview guides

Verification

- Submit the FA-526, copied documents, and case file through the Unit Tech to the Unit Supervisor to complete the following:

Review the FA-526 to ensure all applicable sections are complete.

Ensure all applicable documents are copied and attached to the FA-526.

Sign, document PCN, and date the FA-526 when complete and all applicable documents are attached.

Route the FA-526 and copied documents to the overpayment unit or writer.

NOTE When the case is active, the case file is not sent to the overpayment unit or writer.