

G Local Office Overpayment Responsibilities - Completing the Report of Cash Assistance/Food Stamp Overpayment (FA 529)

To determine the overpayment, the Overpayment Writer completes the following:

- Establish and verify the facts of the case as they existed in each month an overissuance occurs.

Base the overpayment on verified circumstances and income of the budgetary unit for each month of the overpayment. Budget the actual income and expenses when calculating the overpayment. (See [Budgeting Income](#) and [Budgeting Expenses](#))

When budgeting, do not allow earned income deductions for earned income that the budgetary unit failed to report and verify timely.

NOTE Federal provisions provide for exceptions to budgeting actual income and expenses.

- Determine the correct amount of benefits the budgetary unit was entitled to receive.
- Budget the overpayment according to the standards and policies that were in effect during the period of the overpayment. The following applies when the budgeting policy changed during the period covered:

Budget the months of the overpayment up to, but not including, the month the policy changed based on the old policy.

Budget the months of the overpayment beginning with the month the policy changed using the new policy.

- Complete a separate budget record or printout for each month of the overpayment, unless both of the following apply:
The circumstances are the same for each month.
The months covered are clearly marked.

For CA, the amount of the overpayment is the difference between the payment amount the budgetary unit received and the amount it should have received. Before determining this amount, the EI must complete the following:

- Review the following screens in AZTECS to determine the actual amount of benefits issued for the month of the overpayment:

Cash Assistance Benefit History (AFBH)

Cash Assistance Issuance History (AFIH)

- Determine whether any benefit issued was returned or cancelled.
- Review ATLAS child support screens to determine support payments retained or paid to the participant.

When [child support](#) was paid and not budgeted, include the income in the overpayment budget determination.

Subtract the current amount retained by DCSS, for the current overpayment month, from the benefit amount. Include the difference in the CA overpayment.

For NA, the amount of the NA overpayment is the difference between the total benefit the budgetary unit received and the total benefit the budgetary unit should have received. The Overpayment writer completes the FA-529. The summary section must include all of the following:

- The cause of the overpayment.
- How the overpayment was discovered.
- Specific names of participants involved.
- Additional information that identifies the overpayment as a potential [Intentional Program Violation](#) (IPV) when the local office has reason to believe that an IPV was committed.
- Any information that may be used in an OSI or other agency investigation for fraud.

For NA overpayments that involve a rehabilitation center acting as an [NA representative](#), complete the following:

- Write the overpayment in the center's name using all pertinent information relating to the center.
- Identify, in the summary section only, the participant for whom the NA benefits were intended.

NOTE The center is not administratively disqualified when it has knowingly misrepresented information. The licensing or certification agency must be informed when recurrent misrepresentation takes place.