

## A Overpayment Writer Responsibilities

**REVISION 05**  
(07/01/08 – 09/30/08)

The overpayment (OP) writer responsibilities include, but are not limited to the following:

- Reviewing the case file to determine:

The applications and verifications pertaining to the time period of the potential OP. (See [OP - Verification](#))

If additional months should be included in the OP.

If an intentional program violation exists.

### WARNING

When all possible methods of obtaining verification have been exhausted and there is enough information to establish a claim for any month, write the overpayment for those months. Document all attempts to verify information on the report of Cash Assistance/Food Stamps overpayment ([FA-529](#)) summary section.

- Identifying who is responsible to repay the OP, such as:

Any adult, who was the mandatory member of the budgetary unit when the OP occurred.

A sponsor, when a sponsor caused the OP.

An authorized representative, when an authorized representative caused the OP.

### WARNING

A valid application is required to establish an overpayment. The applicant or representative must sign the application to certify, under penalty of perjury, the truth of the information contained in the application. (See [Signing the Application](#))