

D Organizing Case Files - Outside Front Cover

When it is warranted, document the following on the outside front cover of the case file:

- Document or stamp OP in large letters on the front cover, when a case has an outstanding overpayment.
- Document or stamp POP in large letters, when a case has a potential overpayment referral, but the overpayment has not yet been written.
- Stamp IPV in large letters on the front cover when notification is received from the Office of Accounts Receivable and Collections (OARC). In addition, the notification states that the budgetary unit contains a participant who has committed an Intentional Program Violation (IPV).

Retention rules for IPV documents are the same as for other case files once the disqualification period ends.