

## **C FAA Office Overpayment Responsibilities - Overpayment Verification**

**REVISION 47**  
(01/01/19 – 12/31/19)

The Overpayment Unit is responsible for requesting and obtaining verification of the overpayment once the Potential Overpayment (OP) Referral (FAA-0526A) form is received from the FAA Office.

FAA Offices request verification of a potential overpayment when the household reappplies after closure due to failing to provide OP verification.

The FAA Office must complete one of the following to re-request overpayment verification that was previously requested but not provided:

- Send the Information Needed (F011) notice
- Send the Expedite NA- Postponed Verification (F121) notice when the household is a potential NA expedite

FAA offices are to use the information from the previously sent Overpayment Unit Information Needed (C030) notice to re-request the overpayment verification. Check NOHS and OnBase for the correct verification to request.

When the requested verification for overpayment information is not provided, send the appropriate Denial or Closure notice. The notice must include all requested verification that was not provided.