

D Local Office Overpayment Responsibilities - Potential Overpayment Referral

REVISION 43
(08/01/16 - 09/30/16)

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

- Complete the Potential Overpayment (OP) Referral (FA-526) form.
- 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 unit is responsible for obtaining additional verification when required. (See [Inactive Case Overpayment](#))

- Ensure that the documents that are applicable to the months of overpayment are in OnBase or HEAplus. Documents include, but are not limited to, the following:

Applications

ECEF

Verification

- Submit the FA-526 to the Unit Supervisor to complete the following:

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

Ensure all applicable documents are in OnBase or HEAplus.

Sign, document PCN, and date the FA-526 when complete and ensure all applicable documents are uploaded to OnBase or HEAplus.

E-mail the FA-526 to the overpayment unit at +FAA OP Unit (FAAOPUnit@azdes.gov).