

## **K Local Office Overpayment Responsibilities - Waiver of Overpayments**

The following program specific policy applies to waiver of an overpayment:

- For CA, there is NO waiver of an overpayment.
- For NA, the overpayment is waived and not referred to the Overpayment Writer when ALL of the following occur:

The claim is LESS THAN \$125.

The case is closed.

The claim was NOT discovered in a Quality Control (QC) review.

The overpayment writer is not required to complete an [FA-529](#) for a waived NA overpayment. The overpayment writer takes the following actions when an NA overpayment referral that can be waived is submitted:

- Complete "WAS" and "SHB" budgets showing what was and what should have been budgeted.
- Complete Part II of the [FA-526](#).
- Check the box labeled NO OP on the FA-526 and use appropriate documentation to substantiate the decision. (See Example [Waiver of Overpayment](#))
- Attach WAS budgets, SHB budgets and all applicable verification to the FA-526 and file in the [case file\(g\)](#).
- Check the case status to ensure the case is closed.

**NOTE** When the overpayment is determined to be under the referral limit and the case is closed, the overpayment documents are filed. When there is not an overpayment, it is considered to be NO OP (NOPED). When there is an application pending, an overpayment is ONLY NOPED when the application is subsequently denied.

- Once an overpayment is NOPED, the overpayment is not pursued at a later date.
- It is not required to track cumulative overpayment totals within each case file.