

D Overpayment Unit Responsibilities - Packet Assembly

REVISION 46
(01/01/18 - 12/31/18)

Instructions for assembling the Overpayment (OP) packet are as follows:

- Every budget must be labeled as a "WAS" or an "SHB" budget.
- When a budget covers more than one month, note that on the budget.
- Document unusual situations (e.g., prorated income).
- Manual budgets must be fully completed. Use [WAS budgets](#) when available. When WAS budgets are not available, use the information from AFIH, FSIH, and STBH and document your source(s).
- Organize the OP packet according to the following:
- When the OP is due to a Potential IPV, or the total claim amount is greater than or equal to \$2000.
- Upload all the overpayment information into OnBase and name it Overpayment Packet.