

**.02 Active Case Overpayments**

The on-line EI is responsible for obtaining the necessary verification and must submit the [Potential Overpayment \(OP\) Referral](#) (FA-526) form, verification, and case file to the supervisor.

The supervisor reviews the FA-526 to ensure that it is complete, signed, and dated by the EI, and that the necessary verification is attached.

The supervisor signs and dates the FA-526. And routes the form and case file to the Overpayment Unit, within one [workday\(g\)](#) from the [OP date of discovery\(g\)](#).

Return the referral to the EI to obtain complete verification when it is referred without the appropriate verification.

(See [OP- Referral Intake Procedures](#))