

.03 Inactive Case Overpayments

The EI is responsible for submitting the [Potential Overpayment \(OP\) Referral](#) (FA-526) form and file to the supervisor.

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

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\(g\)](#).

The Overpayment Writer is responsible for obtaining the necessary verification. An [FA-077](#), [F011](#) or [A011](#) notice must be issued and the participant allowed ten days to provide verification. When the verification is not provided, the FA-526 is **NOPEd** and suspended to the local office for appropriate action.

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