

A Overpayment Writer Responsibilities

The overpayment (OP) writer has the responsibility of reviewing the case file, concentrating primarily on the period of time as indicated by the referral. When there is an indication that the overpayment involves additional months, review for the additional time period.

The overpayment (OP) writer also has the responsibility for identifying apparent potential program violations.

The OP writer must identify the applications and those items of verification pertinent to the time period of the potential overpayment. ([See OP- Verification](#))

The OP writer MUST determine whether the caretaker relative received benefits during the period of the OP. Participants not included in the budgetary unit ARE NOT responsible to repay an OP.

WARNING

A valid application is required to establish an overpayment. The applicant or representative must sign the application as this certifies, under penalty of perjury, the truth of the information contained in the application. (See [Signing the Application](#))

When all possible methods of obtaining verification have been exhausted and there is enough information to establish a claim for any month, write the overpayment for those months. Document all attempts to verify information on the report of Cash Assistance/Food Stamps overpayment ([FA-529](#)) summary section.