

.02 Organizing Case Files - Case File Format - Side One, Left - Program Compliance (tab one)

Place the following information in the case file under the Program Compliance tab:

- Report of Overpayment (OP) (FA-529)

NOTE Place a copy of the FA-529 and supporting documentation in the [historical case file](#). The FA-529 remains in the active case file until the OP is paid in full or repayment is suspended.

- [Intentional Program Violation \(IPV\)](#)
- [Personal Responsibility Agreement \(PRA\)](#) (FA-264) form
- Drug convictions and crossmatches
- [Arizona Fingerprint Imaging Program \(AFIP\)](#) verification
- [EBT alternate card holder](#) and card issuance forms
- WIA and Tribal NEW referrals