



TO: Regional Directors, County Department of Family and Children Services,
OFI Field Operations State and OFI State Office State

FROM: Tom C. Rawlings
Division Director

DATE: November 2, 2020

RE: Benefit Recovery Manual Transmittal 12

The purpose of this transmittal is to provide revisions to Appendix A (Claim Forms).

Appendix A has the following form revisions:

- Form 18 (Case Summary/Settlement Tax Setoff - Error) is being removed because of change in business process regarding refund of state tax intercepts.
- Form 269 – Revised to include last four digits of social security number and claim number
- Form 486 – Revised to clarify when subsequent manual payments are due. Revised to clarify repayment options and where payments should be mailed
- Form 5667 – Revised to reflect form name changed to Request for Case Review
- Form 19 (Case Summary/Settlement Tax Setoff - Proper) is being removed because of change in business process regarding refund of state tax intercepts.

This manual transmittal is effective December 1, 2020.