



Jim Martin, Commissioner

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ECONOMIC SUPPORT SERVICES POLICY MANUAL
VOLUME IV BENEFIT RECOVERY
MANUAL TRANSMITTAL #2

TO: County Departments of Family and Children Services
Field Directors State Staff

FROM: Howard Willis, Director
Economic Support

A handwritten signature in cursive script that reads "Howard Willis".

Services Section

Benefit Recovery

PURPOSE

The attached Volume IV Benefit Recovery Transmittal #2 has been revised as a response to an FNS audit.

DISCUSSION

FNS audited the Claims process in January 2003. As a result, several issues have been addressed.

1. Claims totaling less than \$100 in active cases will be invalidated because they are not cost effective to pursue.
2. Referrals to OIS must be dispositioned within 12 months.
3. IHE and AE claims may be calculated back to the date of occurrence, up to six years.
4. F type IPV claims are converted to L type when the probationary period has ended if there is still a balance on the claim so that county initiated collection can continue.
5. Collection will not be suspended during a hearing process regarding recoupment amount.
6. TANF benefits being expunged will decrease the balance owed without notice to the customer.
7. Cases in which the customer files bankruptcy cannot be collected during the protected period.
8. Only claims pursued through the indicument process may be collected after the bankruptcy protection period unless the court has dismissed the bankruptcy.
9. Underpayments must be dispositioned within 60 days of the date of occurrence.

Other clarifications and expansions of explanations of policy are included.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Replace the current VOLUME IV with the attached VOLUME IV, Revised 07/03 in the ESSS Policy Manual.

This material will be available on ODIS.

Make a notation on the Record of Receipt of Manual Transmittal 2.