



~~B. J. Walker, Commissioner~~  
~~Jim Martin, Commissioner~~

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December 15, 2005

**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2005-05**  
**Volume 4 Benefit Recovery**  
**Manual Transmittal 5**

**TO:** County Directors of Family and Children Services  
OFI Regional Managers  
OFI Program Specialists  
OFI State Operations Staff

**FROM:** Clifford O'Connor, Deputy Director  
Division of Family and Children Services

**RE:** Updates to the Benefit Recovery Manual

**PURPOSE**

This manual transmittal contains updates and clarifications received since the last manual transmittal was issued. The updates/clarifications are effective December 1, 2005.

**DISCUSSION**

This manual material includes clarifications and policy updates contained in the following sections:

- Section 4000, General Overview – Changed wording to say, “AE and IHE OPs must be dispositioned within 60 days of the date of establishment”; corrected policy to reflect the thresholds for invalidation of OPs in closed cases to be \$125 or less and in active cases to be \$100 or less; clarified policy by stating “any non-fraud claim resulting from a returned referral must be established within 12 months of the original referral date or within 60 days of receiving the disposition letter from OIS, whichever comes first; and added instructions to document on appropriate ADT.
- Section 4005, Claim Types – Changed verbiage under Statute of Limitations to say, “AE and IHE claims are calculated back to the month the OP should have been effective but no more than 12 months prior to the establishment date”; under step 4 procedures, added text to read “once a claim is initially approved, the thresholds for invalidation no longer apply and the claim must be collected”; corrected policy to reflect the threshold for invalidation of a claim in a closed case is \$125 or less and in an active case is \$100 or less; and added instructions to document on appropriate ADT.

- Section 4010, Intentional Program Violation – Under step 1, changed wording to say referrals on suspected IPV cases should be made within 30 days of identifying the potential benefit error; added terminology stating form 5667 should be forwarded to OIS within 10 days of completion; updated policy to reflect the date of referral for a 5667 is the date entered on the form by the county or change center; the date on the form should be the same day the form 5667 is mailed/faxed to OIS; and expanded on policy reflecting the county’s responsibility for establishing a non-fraud claim within 60 days of the date on the OIS disposition letter.
- Appendix A, Forms – Updated ordering information on TOC and instructions for forms 17, 18, 19, 269 and 5667; added form 486 SP, Spanish version of “Claims Repayment Agreement”; and replaced form 5667 with current revision.

## **MANUAL MAINTENANCE**

- Remove Section 4000, Section 4005, Section 4010, Section 4050 and replace with attached sections with the same numbers.
- Remove Appendix A, TOC and replace with revised TOC.
- Remove Appendix B, Cover Letters TOC and replace with revised Cover Letters TOC.
- Remove instructions for forms 17, 18, 19, 269 and 5667 and replace with revised instructions. Replace form 5667 with current revision. Insert form 486 SP immediately following form 486.
- Insert the cover letter from this manual transmittal in Appendix B following Appendix A.

Make a notation on the Record of Receipt of Manual Transmittals for Volume 4, Benefit Recovery. Any updates or clarifications of claims policy in this manual transmittal are effective December 1, 2005.

## **ONLINE MANUAL (ODIS) UPDATE**

The material contained in this manual transmittal will be updated in ODIS effective February 1, 2006.

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