



Jim Walker, Commissioner

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OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL
Volume 4 Benefit Recovery
Manual Transmittal 6

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

FROM: Mary Dean Harvey, Director
Division of Family and Children Services

RE: Updates to the Benefit Recovery Manual

Purpose

This Manual transmittal contains updates and policy clarifications received since the last manual transmittal issued. The updates/clarifications are effective October 1, 2007.

Discussion

This manual material includes revisions contained in the following sections:

Sections 4000 - General Overview: This section was changed to clarify the wording in several areas of this section. The wording “date of discovery” was changed to “date of establishment” to be consistent with terminology of the date the OP/UP shows in SUCCESS.

Section 4010 – Intentional Program Violation (IPV): This section was revised to change the format of the procedures for referring suspected IPV clients to Office of Investigative Services.

Section 4020 – Collection Methods: Changed wording and added verbiage to clarify policy on the different collection methods for Food Stamp and TANF claims.

Section 4030 – Treasury Offset Program: Changed wording to clarify the procedures for clients who wish to send a written request for a review of the intent to offset.

Section 4035 – Over-Collection of Claims: This section was changed to combine the procedures for the collection of claims in Food Stamp and TANF.

Section 4045 – Transferring the Claims: Added to the procedures on Transferring Claims that “the claim must follow debtor when added to another active AU”. Also for IPV claims, retain a copy of disqualification documents in original county listed on DRS.

Section 4050 – Termination of Uncollectible Claims: Removed the word “aged” from section title and changed section to combine instructions for both FS and TANF termination of uncollectible claims. Guidelines for terminating claims established for 10 or more years were changed.

Manual Maintenance

Remove Section 4000, Section 4010, Section 4020, Section 4030, Section 4035, Section 4045, Section 4050 and replace with attached section with the same numbers.

Insert the cover letter from this manual transmittal in Appendix B.

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 October 1, 2007.

Online Manual (ODIS) Update

The material contained in this manual transmittal will be updated in ODIS effective October 1, 2007.