



Jim Martin, Commissioner

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OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL
Volume 4 Benefit Recovery
Manual Transmittal 7

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

FROM: David Statton, Acting 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, 2008.

Discussion

This manual material includes revisions contained in the following sections:

Section 4005 – Claim Types: This section was changed to add to TANF’s claim types that an “OP exists if benefits are issued and customer also receives other public assistance benefits during the same month”. Page 2; Page 3 Step 3; IHE claim types; wording was changed in the last sentence of the second bullet to read “Do not allow income deductions for earned income changes”. Step 4; the wording was changed to read “Once a claim is established and the notice of debt is generated, the threshold for invalidation no longer applies. The last section under “Active Claims” was changed to read “Invalidate the claim if the total lost is \$100 or less. Page 4 Step 5; first sentence wording was changed to read “All claims types in active cases, except Type “F”, criminal, prosecution, are automatically recouped via benefit reduction.

Section 4020 – Collection Methods: Page 5; EBT Stale benefits: This section was changed to read that if benefits in an EBT account that have not been accessed by the AU for at least 6 months (formerly 90 days) are considered stale benefits.

Section 4025 – State Tax Offset: This section was changed to add the modification of the delinquency and referral criteria to the State Debt Setoff Process.

Section 4035 – Over-Collection of Claims: This section was changed to delete the handling of Federal Intercept overpayments by county staff. This category should now be referred to State staff.

Section 4040 – Bankruptcy: This section was changed to clarify policy on claims established on a case after a bankruptcy has been filed.

Section 4055 – Special Considerations: This section was changed to delete the references to coupons. This element now reflects “food stamp benefit instruments”.

Manual Maintenance

Remove Section 4005, Section 4020, Section 4025, Section 4040, Section 4045, Section 4055 and replace with attached sections 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, 2008.

Online Manual (ODIS) Update

The material contained in this manual transmittal will be updated in ODIS effective October 1, 2008.