



**B. J. Walker, Commissioner**

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Georgia Department of Human Resources • Division of Family and Children Services • Mark A. Washington, Assistant Commissioner Two  
Peachtree street, Suite 19490 • Atlanta, Georgia 30303-3142 • 404-651-8409 • 404\$57-5105

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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 State Operations Staff  
OFI FS Program Specialists

FROM: Kathy Herren, Deputy Director  
Division of Family and Children Services  
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 September 1, 2009.

Discussion

This manual material includes revisions contained in the following sections:

Section 4000 — General Overview: Page 5; Claims Maintenance: This section was changed to delete the reference to referring to the Administrative Procedures Manual for requirements relating to the County Claims Management. Staff are now to refer to the Field Fiscal Services Administrative Policies and Procedures Manual.

Section 4005 — Claim Types: Page 2; TANF Claims: This section was changed to clarify policy on providing timely notice as a result of a decrease in benefits or ineligibility due to noncooperation/non-compliance status changes.

Page 4; Procedures-Step 5: Instruction was added to notify State Claims Fiscal Services of a change in claim type.

Page 5; Procedures-Step 8: Instruction was added to notify households of a claim and the new due date if the hearing official determines that a claim does exist against the household.

Section 4015 — Disqualified Recipients Subsystem (DRS): This section was changed to add ineligible students and lawbreakers to the non all inclusive list of examples of a non IPV disqualified individual.

Section 4025 — State Tax Offset: This section was changed delete all references of a grace period in the Delinquent and Referral criteria.

Section 4040 — Bankruptcy: This section was changed to add the note that documents verifying Bankruptcy status must be obtained from Attorney or Bankruptcy Court and provided to State Claims Fiscal Services.

Section 4050 — Special Termination of Uncollected Claims: This section was changed to delete the process of notifying OIS of the intent to terminate IPV and suspected IPV debts.

Additional clarification provided on when to terminate a claim.

#### Manual Maintenance

Remove Section 4000, Section 4005, Section 4015, Section 4025, Section 4040, 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 September 1, 2009.

#### Online Manual (ODIS) Update

The material contained in this manual transmittal will be updated in ODIS effective September 1, 2009.