Overpayment Checklist

Case Name _____

Case Number _____

SSN _____

Date _____   Date of Discovery _____

Responsible Person Name _____

Overpayment Months (MM/YR – MM/YR):

_____ - _____   _____ - _____

_____ - _____   _____ - _____

Recovery Account Detail:

Number	Program	Amount	Error Type

Overpayment Reason: [   ]

☐KEESM 11121, 11122 and subsections – Review policy to see if overpayment is required

☐Non-Fraud   ☐Fraud   ☐Referred to Fraud

Section 1: Steps for Overpayment/Overissuance

☐Discuss overpayment with Supervisor before beginning process.

Supervisor Reviewed Name: _____

☐Screen shot EDBC and data collection pages before and after changes made to record. Print to Perceptive Content. KEES Manual Processing Overpayments link

☐Update necessary data collection pages to process the Overpayment

☐Run EDBC for first overpayment month.

Remember: ☐Timely Notice Exception – YES   ☐ Reason - Client/Admin Error

☐EDBC Hyperlink. Review page to verify it's correct.

☐Set up recovery account on recovery account detail page.

☐Set up responsible person information

☐Run EDBC for all additional Overpayment months

> *Reminder: Select the pending recovery account that was created to use for the additional overpayment months.*

Section 2: Repay Agreement

DO NOT SEND REPAY AGREEMENT IF REFERRED TO FRAUD PER KEESM 11200, 11231

☐Send repay agreement through fiscal page (**F836: FA Repayment Agreement Non-Recipient** form must be sent from **Document Control**). **Reminder**: Will take out of context of the case. Choose "search" not "Select" on "Rec Act Search Page".

☐Complete all drop-down menus ☐Click Generate Form ☐Complete Notice Send Centrally

KEES Forms link

☐Check repayment task and reassign as needed – see "setting up overpayments: Non-Fraud"

Section 3: Other Steps

☐Set case flag for overpayment

☐Email CCU to notify an overpayment has been created for both open and closed cases
☐DCF.CCUNIT@KS.GOV
Include in email: ☐Case Number ☐Client Name ☐Recovery Acct # ☐Overpayment Amount

☐Complete journal
☐All necessary information scanned to Perceptive Content. Print KEES screenshots into Perceptive Content under category "overpayment"

Section 4: Setting a recoupment

KEES Manual Setting a recoupment link

Open Case

☐Repay agreement received
☐Recovery account detail page – EDIT
  ☐Change status to active ☐ Change Status Reason to active

☐Run EDBC for the first month of recoupment for active program

☐Send notice for change in benefit for first recoup month

☐Repay Agreement not received. Follow above steps after 10 days per KEESM 1321 #3.

Closed Case

☐Set recovery account to active after 10 days per KEESM 1321 #3.

Note: The ES-3142 (EBT Benefit Repayment Agreement) must be filled out and signed by the client if they wish to have benefits taken out of their EBT account in order to repay all or part of the overpayment.

HSS/HSC signature _____
Date _____

Supervisor signature _____
Date _____

Post Fraud/ADH Checklist

Case Name

Case Number _____

TANF Claim Number _____

Claim $ _____

Food Assistance Claim Number _____

Claim $ _____

Child Care Claim Number _____

Claim $ _____

Disqualification Decision Date _____

Disqualification Start Date _____

☐Update Case Flag with "Outstanding Overpayment" & Fraud Disqualification

☐Enter DQ on the Non-Compliance Screen; Make note of the date scanned to Perceptive Content.

☐Run EDBC if the case is still open and send notice about reductions

☐Change Claims from client to fraud and from pending to "Active"

☐Change Repayment Percentage

       ☐TANF/Child Care $10/20%   ☐Food Assistance $20/20%

☐Send Disqualification Notice. If DQ is through Administrative Hearing they will send the notice.

Recipient with Open Case: ☐Food F830   ☐Cash A830

Non-Recipient with Closed Case: ☐Food F827 (V808 C&P) ☐Cash A827

Permanent: ☐Food F828 ☐Cash A828 (V808 C&P)   ☐Child Care (V808 C&P)

☐Send the Repayment Agreement Notice

☐Food F831   ☐F837   ☐Cash A837   ☐Child Care C911

☐Reassign repayment Agreement Task from Purple queue to Alerts Queue

☐Complete the ES-524 and send to EBT with copy of JE or ADH Decision.
DCF.EBTMAIL@KS.GOV

☐Scan ES-524 and JE/ADH Decision to Perceptive Content, Journal and Legal

   **Note: 1st/2nd/PE DQ-FRAUD

☐Log Fraud Finding and Disqualification period on case log

☐Update Legal Tracker and add Fraud Disqualification

Fraud Information to assist EES case processing

Disqualification Length: ☐12 Months   ☐24 Months   ☐Permanent

Duplication Participation   ☐10 Years

Claim Completed by _____