

Department of Social and Health Services

Olympia, Washington

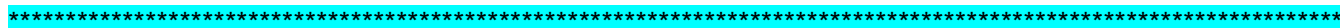
**EAZ Manual**

Revision # 873  
Category Benefit Errors –Basic Food Overpayments  
Issued March 21, 2014  
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**Summary**

The Office of Programs and Policy in the Community Services Division (CSD) added text to Clarifying Information and Worker Responsibilities under WAC 388-410-0030 and WAC 388-410-0033 about the process for compromising and waiving Basic Food and WASHCAP overpayment claims. The Office of Financial Recovery (OFR) has primary responsibility for making determinations for compromising or waiving overpayment claims. Workers should refer all requests for compromising overpayments to OFR.

Please see highlighted text below for summary of changes:



**WAC 388-410-0030, Clarifying Information.....**

**4. OFR collects on established debts regardless of the amount.**

The \$125 rule applies to whether or not we establish an overpayment for Basic Food or WASHCAP. OFR will collect on established overpayments regardless of the amount. This includes when we:

- Set up an overpayment for an AU who no longer receives Basic Food; or
- Modify an existing overpayment to \$125 or less.

OFR is the point of contact for compromising (reducing) overpayment balances or making decisions on waiving overpayment collections. Clients must be referred to OFR for these requests.

## **WAC 388-410-0033, Worker Responsibilities.....**

### **2. Send an overpayment letter:**

- a. Send an overpayment letter for **every responsible person** for the full amount of the overpayment. Use either:
  1. [0045-05](#), Food Assistance Overpayment - Inadvertent Error; or
  2. [0045-06](#), Food Assistance Overpayment - Administrative Error.
- b. ACES sends the overpayment letter and claim determination report from state office by certified mail, return receipt requested.
- c. The overpayment letter will contain information about the conditions for compromising or waiving overpayment claims and contact information for OFR to make these requests.