

DSS ADMINISTRATIVE LETTER NO. FOOD ASSISTANCE AND ENERGY PROGRAMS 2-2006, Change in Procedures Regarding Client Notification of Overpayments Calculations (March 9, 2006)

(Food Stamps)

TO: County Directors of Social Services

ATTENTION: Program Integrity Supervisors
Food Stamp Supervisors

SUBJECT: Change in Procedures Regarding Client Notification of Overpayments Calculations

DATE: March 9, 2006

I. GENERAL INFORMATION

DSS Administrative Letter 11-2001 instructed staff to mail a copy of the DSS-1682, Report of Erroneous Issuance, to the client the same day a Food Stamp claim is entered in EPICS. This change was based on regulations published by the United States Department of Agriculture (USDA), Food and Nutrition Service effective August 1, 2001. The USDA recently approved North Carolina's request to waive the requirement to provide information regarding the calculation of the claim amount with the initial Letter of Overissuance. The following procedures explain the new process.

II. POLICY PROCEDURES

The following changes have been made to the Food Stamp Letter of Overissuance.

A. A sentence has been added to the Food Stamp Letter of Overissuance: "Contact the county food stamp office for information about how we determined the amount of this claim."

It is no longer necessary to mail the Report of Erroneous Issuance, DSS-1682, to the client. If a debtor contacts your office with questions about the calculation of a claim, provide a copy of the DSS-1682, and explain the calculation process.

B. A sentence has been added to the Food Stamp Letter of Overissuance under the heading "Arrange for Payments": "The entire amount of this debt is due and payable should you default on this agreement by missing even one payment."

This change will allow collection of the full amount of the debt from the Treasury Offset Program and the NC Department of Revenue if a debtor becomes delinquent.

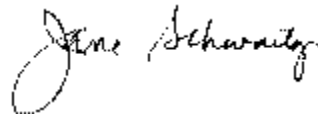
C. The Food Stamp Letter of Overissuance is revised in the “FOR OFFICE USE ONLY” section to say: “Repayment Agreement Accepted By _____”. Use this line when a debtor has completed and returned an acceptable repayment agreement section of the Letter of Overissuance. Do not sign this line if the terms of the agreement are not acceptable. Contact the debtor to negotiate acceptable terms for the agreement.

III. IMPLEMENTATION INSTRUCTIONS

Begin the new instructions effective upon receipt of this letter. This letter obsoletes Administrative Letter 11-2001.

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

A handwritten signature in cursive script that reads "Jane Schwartz".

Jane Schwartz, Chief

Economic Services Section

JS/sd