Arlene Rike, FS Program Manager	**Number:** SS-IM-04-021
Authorized Signature	**Issue Date:** 07/13/2004

Topic: Other

Subject: COP (Client-caused Overpayment) Research and Coding Instructions

Applies to (check all that apply):

☐	All DHS employees	☐	County Mental Health Directors
☒	Area Agencies on Aging	☐	Health Services
☒	Children, Adults and Families	☒	Seniors and People with Disabilities
☐	County DD Program Managers	☐	Other (please specify):

Message:

The quickest way to move through the screens is to start from the client's CI-FIND screen. This screen is accessed by typing WEBM,FIND, SSN (or name). From the FIND screen, select the CM case and press F13. If there is an entry in the OVP field, the grant is being reduced to repay an overpayment. If there is an entry in the Prev OVP field, the grant may also be reduced. If there is an entry in these fields, or an OVM need/resource follow the steps below.

To access OPDS:

- On the payee's CI-FIND screen, refer to the bottom section OTHER:

- If there is a Y in the OVP-CM field, select the dot to the left of OVP and press F13.

- If the person has multiple program overpayments, you may be taken to the Client Overpayment Cross-Reference screen. The client's name will be listed and the cursor will be in place at the left of the name. Select the record with any character and press {enter}.

OR

- Type OPDS,CM case number, press {enter}.

Reading the OPDS screen:

- On OPDS, the bottom half of the screen is titled : OVERPAYMENT OCCURRENCE

SUMMARY.

- The Overpayment occurrences are listed beginning with the DATE field. Refer to the Type {TP} column. Look for CE (Client Error), FR (Fraud) or PF (Potential Fraud). These are the only types that count against FS if the TANF grant is being reduced to repay an overpayment.

- To the left of the TP field, refer to the Program (PG) field. If the PG is 2 or 82, this is a TANF overpayment.

- The occurrences are not numbered, but the first line is 01, the second 02 etc. This is important because you will need this information on the next screen.

To determine if the grant is being reduced for a client caused overpayment:

- On the top left of the screen, after OPDS, CM case number, enter comma 01 (OPDS,AAXXXX,01) and press {enter}.

- The Overpayment Occurrences are listed on the top right of the screen as 01, 02, 03 etc.

- The Recovery Actions are listed on the bottom of the screen. The recovery amounts are listed on the bottom right of the screen and are listed under the Overpayment Occurrence column (the Overpayment Occurrence column header is listed on the top right of the screen). If the dollar amount is listed under 02, the grant is being reduced by overpayment occurrence 02.

- If the overpayment occurrence causing the grant reduction is 02, refer to OPDS to see if the second occurrence is CE, PF, FR.

- To return to OPDS, place your cursor on the comma after the OPDS, CM Case number,01. Delete the comma and the 01 and press {enter}. This will return you to the main OPDS screen.

- To return to the FIND screen, press F3.

To determine the grant reduction amount to code for COP:

- Select the CM case and press {enter}.

- Press the Home key and type over UCMS with WCMI and press {enter}

- The bottom third of the screen is Current and Prior Grant Summaries.

- The second to last item in the CUR line is OVP. This is the amount of the overpayment reduction.

Note: This amount will only apply to the current month's grant calculation if it's past end of month processing (compute deadline).

- If the overpayment on the OPDS screen was CE, PF, FR, the WCMI OVP amount should be coded on the FS case.

- Press the Home key and type over WCMI with UCMS and press {enter}.

- Press F3 to return to FIND.

- You can now select the FS case and press F13.

- Use the ADJ transaction, or REC or CRT if needed. Add the COP income type and amount, or update the current COP line on FSUP page 2 and update the case.

If you have any questions about this information, contact:

Contact(s):	Lydia Dale		
Phone:	(503) 945-5826	Fax:	(503) 373-7032
E-mail:	Lydia.a.dale@state.or.us		