

Page #s	Section/Subsection	Revision
1-2	Table of Contents	<p>Added new sections/subsections as follows:</p> <ul style="list-style-type: none"> <li>• 412.4 - Determining P/C Intent</li> <li>• 412.11.1 – OIG Field Investigations - Referrals to WFI</li> <li>• 412.11.2 - Overpayment - Referrals to the CIA</li> </ul> <p>Added the following Questions and Answers subsections in section 412.18:</p> <ul style="list-style-type: none"> <li>• 412.18.3.2 – Questions - 412.4 – Determining P/C Intent</li> <li>• 412.18.3.13 – Questions - 412.11.1 – OIG Field Investigations – Referral to the WFI</li> <li>• 412.18.3.14 – Questions – 412.11.2 – Overpayments – Referral to the CIA</li> <li>• 412.18.4.2 – Answers – 412.4 – Determining P/C Intent</li> <li>• 412.18.4.13 - Answers – 412.11.1 – OIG Field Investigations – Referral to the WFI</li> <li>• 412.18.4.14 - Answers – 412.11.2 – Overpayments – Referral to the CIA</li> </ul>
4	NEW SECTION 412.4 – Determining P/C Intent	<p>Broke existing information into its own subsection for better understanding. Language was also added to reflect that the criteria for determining intent of the p/c apply across all subsidized child care programs, not just the TANF and SNAP/FS programs.</p>
6-9	412.5 - TANF, GA/WS2 & FS/SNAP Child Care Overpayments	<p>Added policy and procedure to explain that the CCIS will <u>not</u> initiate a child care overpayment referral to the OIG when the p/c is receiving benefits in CIS but never begins attending the approved E&amp;T activity as specified on the AMR or EDP. The CCIS may pay for care up to a maximum of 30 days if the care was provided in good faith by the provider. New examples were added to reflect these policy updates.</p>

13-16	412.9 – Determining the Overpayment Period & Amount	Combined the two sections, “Overpayment Period” and “Overpayment Amount” into this section. Added clarification regarding the policy and procedures the CCIS must follow for determining overpayment period and amount for various circumstances, including when the p/c reports a change timely and when the p/c does not report a change timely. Also added a chart with examples.
17-18	412.10 – Notification & Recovery	<p>Added policy and procedure to clarify that the CCIS should delay collection of an overpayment when an investigation is pending with the OIG; however the CCIS must still send to the p/c all notices and letters related to the overpayment.</p> <p>Also added note on page 18 to explain that if the reason the p/c fails to respond to the second letter is due to an incorrect address, the CCIS may check in CIS to try and confirm a more current address, however this is the ONLY situation in which the CCIS may use CIS as verification for families who are not referred for child care by the CAO.</p>
19-20	412.10.1 – Active Family File	<p>Updated language to clarify that upon discovery of an overpayment, the CCIS must first notify the p/c of the overpayment by sending the appropriate correspondence. Collection is not pursued yet if the CCIS sends a referral to the OIG.</p> <p>Also, regarding the option of increasing the co-pay to collect the overpayment, language was added to clarify that if the proposed increase in copay exceeds the actual cost of care, the CCIS may only increase the copay to an amount that is not more than the cost of care. Or, if there are multiple children in the case, the copay may be split among each child receiving care. Either way, each time eligibility is assessed thereafter, the CCIS will need to override the copay back to the higher amount or re-assign the split copayment to each child receiving care.</p>
21	412.10.2 – Closed Family File	Added language to clarify that the CCIS will not pursue collection of an overpayment if the case is being referred to the OIG for investigation. The OIG will notify the CCIS of its investigation results and how collection will be handled.
23	412.11 - Referral	Added language to explain the two types of OIG referrals – one is to the Welfare Fraud Investigator (WFI) and the other is to the Claims Investigation Agent (CIA).

23-24	NEW SUBSECTION 412.11.1 – OIG Field Investigations - Referrals to WFI	Added policy and procedure to clarify when the CCIS should make an OIG referral to the WFI, the procedures to follow and type of referral form to use.
24-25	NEW SUBSECTION 412.11.2 – Overpayment - Referrals to the CIA	Broke existing information into its own subsection for better understanding.
35	412.18.1 - Goals	Updated goal #4 to reflect that when a referral is received from the CCIS, the OIG will work to recover overpayments on active family files when the CCIS is unable to collect as well as on closed family files in which collection stopped before the overpayment was recovered in full.
38	412.18.3.2 - Questions – 412.4 – Determining P/C Intent	Corrected wording in question #4 to reflect the clarification added in corresponding section 412.4.
43-44	412.18.3.7 - Questions – 412.9 – Determining the Overpayment Period & Amount	Updated the name of section 412.9 in this section's title to reflect the combining of the "Overpayment Period" and "Overpayment Amount" sections.
44-45	412.18.3.8 – Questions - 412.10 – Notification & Recovery	Updated wording in question #'s 29, 32 & 33 to reflect the clarifying policy and procedures added in corresponding section 412.10.
46	412.18.3.9 – Questions – 412.10.1 – Active Family File	Updated wording in question # 39 to reflect the clarifying policy and procedures added in corresponding section 412.10.1.
47	412.18.3.10 – Questions – 412.10.2 – Closed Family File	Updated wording in question #'s 41 & 43 to reflect the clarifying policy and procedures added in corresponding section 412.10.2.
48	412.18.3.11 – Questions – 412.11 - Referral	Added question # 46 to reflect the clarifying policy and procedures added in corresponding section 412.11. Renumbered the remaining questions to account for the added question.
49-50	412.18.3.13 - Questions – 412.11.1 – OIG Field Investigations – Referral to the WFI	Added Question #'s 47-51 to correspond with the addition of new subsection 412.11.1.

51	412.18.3.14 - Questions – 412.11.2 – Overpayments – Referral to the CIA	Renamed section to correspond with the new subsection name of 412.11.2.
55	412.18.4.2 - Answers – 412.4 – Determining P/C Intent	Renamed section to correspond with the new section name of 412.4.
56	412.18.4.3 – Answers – 412.5 - TANF, GAWS2 & FS/SNAP Child Care Overpayments	Updated Answer #7 to say that the CAO is responsible for initiating the child care overpayment referral to OIG when the p/c is ineligible for ALL assistance benefits, i.e. total program ineligibility.
57	412.18.4.5 – Answers – 412.7 – Discovery of an Overpayment	Updated Answer # 13 to say FALSE and that the CCIS may pay for up to 30 days of care provided in good faith by the child care provider.
57	412.18.4.6 – Answers – 412.8 - Verification	Updated Answer # 20 to “d. – All of the above.”
58	412.18.4.7 – Answers – 412.9 – Determining the Overpayment Period & Amount	Renamed section to correspond with the new section name of 412.9.
60	412.18.4.13 - Answers – 412.11.1 – OIG Field Investigations – Referral to the WFI	Added Answer #'s 47-51 to correspond with the addition of new subsection 412.11.1.
60	412.18.4.14 - Answers – 412.11.2 – Overpayments – Referral to the CIA	Renamed section to correspond with the new subsection name of 412.11.2.