

12/1/89
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Bulletin No. 89-81

P-2610

F. General Assistance Reimbursement Procedures

1. Policy Basis

Every recipient is obligated to repay General Assistance received in the two years prior to the date of receipt of a resource identified in WAM section 2600 D. The recipient who signs the DSW 230 or DSW 230A remains under this obligation when the total amount of GA disbursed has not been recovered under the agreement.

2. Information Regarding Resources

Information regarding receipt of resources falls into two broad categories: verified resources or alleged resources.

Verified Resource

If the worker obtains verified information from a source other than the recipient (copy of award letter, etc.) which confirms the data of receipt and the amount of a resource identified in WAM section 2600 D, the worker shall follow the applicable steps in #3 on the next page.

Alleged Resource

If the worker obtains information regarding the alleged receipt of a resource identified in WAM section 2600 D, the worker shall:

- a. Contact the recipient by telephone or letter requesting additional information and verification.
- b. If information received from the recipient is inconclusive or questionable, and the worker suspects fraud, complete a fraud referral.
- c. If information received from the recipient shows that there is no resource, fraud is not suspected, and the facts are not questionable, no further investigation action is necessary.
- d. If information received from the recipient confirms the resource, establish the date of receipt and the amount received, verified as

necessary. Follow the applicable steps in #3 on the next page.

Enter a record of all details, findings and recommendations on a GA Worksheet.

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P-2610 General Eligibility Procedures (Continued)

F. General Assistance Reimbursement Procedures (Continued)

3. Reimbursement Process

When the worker has established that a recipient has received a resource identified in WAM section 2600 D:

- inform the recipient in writing of his obligation to repay General Assistance received in the two years prior to the date of receipt of the resource. Indicate in the letter the amount of GA received and ask the recipient to contact you, either in person or by phone, to discuss reimbursement arrangements.

When the recipient responds:

- discuss the amount of reimbursement based in the remaining resources and the amount due.
- discuss the method of reimbursement, either one lump sum or installments.
- present a recommendation to the immediate supervisor based in the circumstances and evidence presented. The immediate supervisor makes a final decision on the amount and method of reimbursement with consultation with the District Director as necessary.

If the recipient does not respond to a request to comply with his obligation to repay GA, no further action is necessary. However, caution should be exercised to assure that fraud is not involved. Review the case record to determine the possibility that fraudulent applications were made after receipt of the resource, and if so, complete a fraud referral. In and of itself, failure to repay or failure to continue to repay, does not constitute fraud.