

APPENDIX 21-A

INSTRUCTIONS FOR COMPLETING ODJFS 07424

REPORT OF CLAIM DETERMINATION/LOST BENEFITS

Section 1

When a claim is revised the reason(s) for the revision should be explained in the summary section. Ensure that the areas which have been revised (i.e., type of claim, amount of overpayment, etc...) are identified in the summary.

Name through case number - Self-explanatory.

IEVS Match - If an overpayment is discovered as a result of a computer match thru the Income Eligibility Verification System, check the block labeled "yes". If an overpayment is discovered by any other means, check the block labeled "no". This section is **not** completed for lost benefits.

Amount of Overpayment - This amount is the difference between the total of Section 2 and Section 4 minus the total in Section 3.

Amount of Lost Benefits - This amount is the difference between the total of Section 2 and Section 4 and the total in Section 3.

Date Error Discovered - The date in which all needed verification related to the claim is received.

Audit or QC number - To be completed only when appropriate.

Type of Overpayment - Self-explanatory.

Date of Disqualification Hearing - To be completed only when appropriate.

Section 2

Actual Basis of Issuance - This section should reflect each allotment, as it was issued, during the affected period.

Section 3

Corrected Basis of Issuance - This section should reflect each allotment as it should have been issued during the affected period.

If the corrected allotment amount is based on the calculation of "extra E and T hours not worked off" multiplied by the minimum wage (see Section 5101:4-3-31) ensure that this is documented in section 5.

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Section 4

Amount of Trafficked Benefits - Self-explanatory.

Section 4a

Amount Determined by - Self Explanatory.

Section 5

Summary of Circumstances - This section should briefly outline the reason for the incorrect issuance(s).

Section 6

Explain Action Taken by County - This section should briefly explain any agency action not answered in A through E on the right-hand side. It should include such items as fraud indictments and the date of conviction. Complete A, B, C, D, and E.

Section 7

County Recommendation - This section self-explanatory. (Note: AGs are still liable for any claims as a result of agency error.)

Section 8

County/State Determination - This section is self-explanatory and should be completed and signed by the CDJFS director or his/her designee.