Update 2003-13: Common Place
Administrative Support Bureau (ASB) Overpayment Guidelines

Background
The Department of Employment and Benefits (DEBS) Administrative Support Bureau (ASB) is comprised of specialized units that review the work of district office line staff when there is a reported payment discrepancy, a retroactive change in regulations, a retroactive court order, a delayed implementation, or an Appeals request. Each payment month, for the time period in question, is reassessed to determine what the grant amount should have been if everything had been correctly reported and computed.

Reminder:
The term “overpayment” is used as a general term, referring to CalWORKs overpayments and underpayments, and Food Stamp overissuances and underissuances.

Policy
Chapter 60, of the Common Place Handbook, is written for the ASB as a guideline to calculate overpayments and to provide consistency.

Changes
In accordance with Manual of Policies and Procedures (MPP) Section 44-352.123, overpayment(s) are offset/reduced with the amount of Child Support (CS) collected, by the Department of Child Support Services (DCSS), in that overpayment month. This calculation determines the net amount of the overpayment.

Effective April 9, 2003, the final regulations, for the CalWORKs 60-month time limit, were AMENDED. CalWORKs Update #2002-24 previously indicated the effective date as December 1, 2002.
As a result of the regulation change, when initially calculating an overpayment that occurs in the month of April 2003, and thereafter, Child Support collected in that month will NOT be subtracted to determine the net amount of the overpayment.

**Implementation** These procedures apply to the Administrative Support Bureau.

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Filing Instructions for Update 2003-13: Common Place

Administrative Support Bureau (ASB) Overpayment Guidelines

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<tr>
<td>Chapter 60: pp. 1 (reserved)</td>
<td>Chapter 60: pp. 1-12 (09/29/03)</td>
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