

Policy Communiqué #12-13: Office of Inspector General (OIG) Overpayment Referral Forms

This is a message from the Division of Policy.

Title: Office of Inspector General (OIG) Overpayment Referral Forms

Date: 7/10/12

Priority: High

Category: Informational

Action Required: Yes, see "Next Steps" below

Response Required: No

Purpose:

The purpose of this communiqué is to provide Child Care Information Services (CCIS) agencies with the recently revised version of the OIG 761 (Subsidized Child Care Parent/Caretaker Overpayment Referral) form and the newly created OIG 735 (Subsidized Child Care Suspected Provider Fraud Overpayment Referral) form, as well as instructions for completing each of the forms.

Background:

CCIS agencies refer all parent/caretaker (p/c) overpayments to a Claims Investigation Agent in the OIG when fraud is suspected, or when fraud is not suspected but the CCIS has exhausted all overpayment recovery efforts. The type of referral may be an initial referral or a follow-up referral. The referral is considered a follow-up when the CCIS provides the OIG with additional facts or corrections to a previous referral. When making a referral to OIG in the above situations, the CCIS uses the OIG 761 form.

CCIS agencies will also refer provider overpayments to a Claims Investigation Agent in the OIG when fraud is suspected. The CCIS agencies should not refer provider non-fraud overpayments to the OIG.

Discussion:

The OIG revised its OIG 761 form, which is used to refer p/c overpayments to the OIG for collection. The form was revised to remove the "Initial Referral" or "Follow-up Referral" indicator and the "Reason for Follow-up" from the "Type of Referral" section. This information, if significant, should be included in the "Reason for Referral" section of the form where it can be explained in greater detail.

In addition, the OIG created a new form, the OIG 735, which will be used to refer provider overpayments to the OIG for collection when provider fraud is suspected.

If the CCIS suspects collusion between the provider and the p/c, the CCIS should complete both forms and clip them together. The CCIS should note why the CCIS believes there is collusion in the "Reason for Referral" section of both forms.

Attached to this communiqué are the revised OIG 761 form with instructions regarding its completion, as well as the newly created OIG 735 form and instructions on how to complete it. **The attached forms are effective immediately.**

The attached OIG 761 and OIG 735 forms will be posted on the OCDEL intranet site.

Next Steps:

1. Share this information with appropriate staff.
2. Begin using the attached OIG 761 and OIG 735 forms immediately.
3. Direct questions to your Subsidy Coordinator.