



Administrative Policies and Procedures: 3.2

Subject:	Overpayments Made To Adoption Assistance Parents
Authority:	TCA 9-4-604; 37-5-105 (3); 37-5-106; 37-5-112, <i>Department of Finance and Administration Policy 25</i>
Standards:	COA: PA-FIN1; DCS Practice Standard: 2-500
Application:	To All Department of Children's Services Finance and Program Support Services Employees and Adoption Assistance Parents
Policy Statement:	
If overpayments have been made by the department to Adoption Assistance Parents, Tennessee Code Annotated (TCA) 9-4-604 obligates the department to recover adoption assistance overpayments. The department shall deduct from amounts that are or become due and payable to Adoption Assistance Parents under any contract between the Adoption Assistance Parents and the State of Tennessee. Overpayments shall be repaid to the Department by direct reimbursement from Adoption Assistance Parents or deduction from the monthly adoption assistance payments to the Adoption Assistance Parents.	
Purpose:	
To ensure a process for reimbursement of adoption assistance overpayments to DCS.	
Procedures:	
A. Notification of overpayments	<ol style="list-style-type: none"> 1. Adoption assistance parents are responsible for reporting any overpayments received immediately to their assigned Family Service Worker or Permanency Specialist; or adoption assistance parents are to be notified by their Family Service Worker or Permanency Specialist as soon as the Family Service Worker or Permanency Specialist is aware of an overpayment. 2. The refund request will be sent by the Family Service Worker to: <ol style="list-style-type: none"> a) Regional Fiscal Director for review; b) Regional Administrator for review; and c) Adoption Assistance Subsidy Specialist. 3. The Subsidy Specialist will send it to fiscal for the Accounts Receivable to be established. 4. The Family Service Worker or Permanency Specialist will provide the adoption assistance parent with the specific details causing the overpayment. 5. Adoption assistance parents will be notified by letter from the department's Central Office Finance and Program Support Division staff when overpayments to adoption assistance parents are identified and reported.

	<p>6. Identified adoption assistance overpayments will be recorded by Central Office Finance and Program Support Division staff as accounts receivables in the department's financial records.</p>
B. Repayments	<ol style="list-style-type: none">1. Adoption assistance parents are expected to repay departmental overpayments either by:<ol style="list-style-type: none">a) Refunding the amount of the overpayment in full, orb) Reducing their monthly adoption assistance payment by 25% or more each month depending on the amount of the overpayment until the overpayment is paid in full.2. The written notice must advise the adoption assistance parents that their adoption payments will be reduced by 25% or more depending on the amount of the overpayment.3. Repayment checks or money orders are to be made payable to the <u>Department of Children's Services</u>.4. The adoption assistance parents may mail the repayment check or money order to the Central Office Finance and Program Support Division along with a copy of the overpayment notice or an explanation attached to the repayment check or money order.5. If the adoption assistance parents give the repayment check to regional departmental staff, the check must be restrictively endorsed and deposited according to the <i>Department of Finance and Administration Policy 25</i> for deposits.6. A copy of the State of Tennessee deposit slip will be sent to the Central Office Finance and Program Support Division.

Forms:	None
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Collateral documents:	<u>Department of Finance and Administration Policy 25</u>
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