



## Administrative Policy No: 19.85.54

**Subject:** Overpayments identified by DSHS

**Information Contact:** Office of Financial Recovery  
Chief, (360) 664-5569

**Authorizing Sources:** [42 CFR 433](#), [20 CFR 416](#), [42 USC 1383\(b\)\(1\)\(A\)](#),  
[Chapter 43.20B RCW](#) and [RCW 74.09.220](#).

**Effective Date:** January 17, 2012

**Revised:** March 11, 2024<sup>i</sup> Housekeeping 3/24/2025

**Approved By:** Original signed by Richard Pannkuk  
Assistant Secretary / Chief Financial Officer

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### Purpose

This policy describes:

1. The administrative and legal authorities, which require the Department of Social and Health Services (DSHS) to identify and collect all overpayments from clients or vendors, and;
2. The administrative requirement that DSHS provides timely overpayment notices to the office of financial recovery (OFR).

The office of financial recovery is responsible for collecting all overpayments pursuant to the administrative authority in DSHS administrative policies [4.13](#) and [10.02](#) and legal authority in 42 CFR 433, 20 CFR 416, 42 USC 1383(b)(1)(A), chapter 43.20B RCW, and RCW 74.09.220.

### Scope

This policy applies to all overpayments identified by DSHS with the exception of overpayments to employees. Refer to DSHS administrative policy [19.25.01](#).

### Definitions

**Administration** means the affected DSHS programs, including the division, office, or staff designated by the assistant secretary or division director as being responsible for compliance with this policy.

**Client** means a person who uses the services offered by DSHS or who receives a financial benefit based on that person's individual or family need.

**Overpayment** means any department payment or benefit in excess of the amount the provider, vendor, contractor, or client was entitled to receive pursuant to law, rule, or contract, including the amount in dispute.

**Provider or vendor** means any person, business, non-profit, or government entity that provides services to DSHS or its clients. A vendor may or may not have a contractual agreement.

### **Policy**

- A. DSHS administrations are responsible for identifying overpayments in accordance with laws and regulations and providing timely overpayment referrals to OFR for collection.
- B. OFR will set up the overpayments for the client, provider, or vendor in the applicable receiving system and collect referred overpayments, associated interest, and other deductions paid by DSHS as required by laws and regulations.

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<sup>i</sup> Housekeeping to update links.