

EFFECTIVE

June 1, 1998.

SUBJECT

Model Payments Recoupment

PURPOSE

The Independent Living Services Section of the Services Manual, describes recoupment in SM Item 363.21 and incorrectly instructs workers to use recoupment procedures in SM Item 182. The correct SM Item is 181. the instructions in this bulletin modify the procedures outlined in SM Item 181, page 5.

When adult services workers discover there has been an overpayment in a model payments program (Home Help or Adult Community Placement), they should make three copies of an overpayment notification.

Two copies should go to the client or provider who was overpaid, and one copy should go to the Department of Community Health Accounting Division. This Division will take action toward collection. The FIA Payment Document Control Division will no longer be involved in collecting Model Payment overpayments for home help or adult community placement.

The interoffice address for sending copies of the overpayment letter is:

Department of Community Health accounting Division
Medicaid Support Services and Other Payments Section
Model Payments Unit
Suite 218, Baker-Olin West Bldg.
Lansing

The mailing address is: P.O. Box 30195, Lansing, MI 48909

Clients or providers sending checks to make up for overpayments should make their checks out to the State of Michigan and send them to:

Department of Community Health Accounting Division
Model Payments Unit
P.O. Box 30223
Lansing, MI 48909

Clients and providers may also return original overpayment checks to this address. They should include one copy of the local office letter that informed them of the overpayment.

Questions on this procedure may be called in to the Model Payments inquiry line:

1-800-800-7051.

**SERVICES
MANUAL
MAINTENANCE**

File in front of SM 181 page 5. Manual pages will be updated at the next revision.

**MANUAL
MAINTENANCE
INSTRUCTIONS**