

# Overpayment Chart Guide

## **What is an Overpayment?**

An overpayment is a debt to the government and occurs when a client receives assistance for which they were not eligible. Overpayments can be identified on open or closed cases and can be due to client error (intentional or unintentional) or ministry error.

Client error overpayments occur in situations where the client does not accurately and completely report all income, assets or circumstances and receives more assistance than they were eligible to receive.

Ministry error overpayments occur in situations where the client accurately and completely reports all income, assets and circumstances and the ministry makes a data entry error or applies regulation and policy incorrectly and the client receives more assistance than they were eligible to receive.

## **What is an Overpayment Chart?**

It is the tool used by the Ministry of Social Development and Poverty Reduction (MSDPR) to calculate potential overpayments of assistance.

## **For more information**


Visit <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/bcea-policy-and-procedure-manual/compliance-and-debt-management> or Call the Prevention and Loss Management Services (PLMS) Toll-free Telephone: 1-866-217-1117 or Access income and disability assistance services online at [myselfserve.gov.bc.ca](http://myselfserve.gov.bc.ca)

**Assistance Months:** Time period for the overpayment.

**Office:** Client’s local office

**Client Name:** Client’s legal name.

**File Number:** Client’s case number.

 <b>OVERPAYMENT CHART</b> Ministry of Social Development and Poverty Reduction														
Chart 1 / Version 1			Assistance Months: 2022APR - 2022MAY			Office: 138			Caseload: 138EMP			Client Name:		
									File Number:					
Asst Month	Overpayment Reason	Actual Assets	Declared Assets	Date Held	Income Type/Source	Actual Income	Declared Income	Date Recv	Exemption	Cheque No	Assistance Amt	Overpay Eligible Amount	Override Ind	
22APR	Income (earned)				Net Earnings : Kevin	\$72.00	\$0.00	22FEB01	emp-oct 2017: \$500.00	BC 2084033	\$935.00	\$493.00	\$482.00	
					Net Earnings : Kevin	\$100.00	\$0.00	22FEB07		OC 10571331	\$40.00			
					Net Earnings : Kevin	\$70.00	\$0.00	22FEB09						
					Net Earnings : Kevin	\$100.00	\$0.00	22FEB14						
					Net Earnings : Kevin	\$100.00	\$0.00	22FEB14						
					Net Earnings : Kevin	\$240.00	\$0.00	22FEB17						
					Net Earnings : Kevin	\$150.00	\$0.00	22FEB22						
					Net Earnings : Kevin	\$150.00	\$0.00	22FEB25						
<b>22APR Totals</b>						<b>\$982.00</b>	<b>\$0.00</b>				<b>\$975.00</b>	<b>\$493.00</b>	<b>\$482.00</b>	

**Column Definitions:**

Asst Month: The benefit month for which the assistance was paid.

Overpayment Reason: What affected eligibility (see Appendix B).

Actual Assets: The value of assets affecting eligibility.

Declared Assets: The value of assets declared by the family unit.

Date Held: Date the family unit was in possession of the asset.

Income Type/Source: Type of income and where it came from (See Appendix B).

Actual Income: The amount of income received by the family unit.

Declared Income: The amount of income declared by the family unit.

Date Recv: Date income or asset was received by the family unit.

Exemption: Any income exemption(s) that can be applied.

Cheque No: Cheque or payment number (unique identifier), letters prefixing the cheque number indicate how assistance was issued (See Appendix B).

Assistance Amt: All assistance issued to the family unit including regular assistance, payments to suppliers, supplements, and repayments.

Eligible: The amount of assistance the client was eligible for in that month.

Overpayment amount: The difference between the assistance amount and the eligible amount.

Override Ind: An override is when an amount or exemption has been manually updated and is shown by “EX”, “EL”, or “B” (see Appendix A)

**Appendix A - Override Indicator**

Override Indicator – located on the far right side of the chart.

Eligible Amount and Exemption Amount overrides: A “B” override indicator means that both the Eligible Amount “EL” and the Exemption Amount “EX” have been overridden.

Eligible Amount Overrides: “EL” means the user has manually calculated the amount of assistance the client was eligible for.

Exemption Amount Override: “EX” means the amount of exemption applied to earned income has been manually update

### Appendix B - Overpayment Reasons/ Income Types/ Cheque Types

Overpayment Reasons	Income Type - Earned Income ( <i>Not exhaustive</i> )	Income Type - unearned Income ( <i>Not exhaustive</i> )	Cheque Type
Income	Employment Earnings	Stocks/bonds/shares/interest	BC -Monthly Electronic Deposit to Client
Assets over limits	Room and Board Income	Pensions/allowances/maintenance/financial contributions	CC – Computer to Client Cheque
Dependant status	Rental Income ( <i>place of residence</i> )	Insurance/compensation	IC -Imprest to Client Cheque
Shelter Costs		Employment insurance	BS -Monthly Electronic Deposit to Supplier
Incarceration		Financial assistance provided by another province or jurisdiction	CS -Computer Cheque to Supplier
Out of province		Workers' compensation	IS -Imprest Cheque to Supplier
Lost or stolen cashed cheque		Trust/inheritance	CT -Computer Cheque to Trustee
Full time student		Rental income (not place of residence)	IT -Imprest Cheque to Trustee
False identification		Grants/loans/bursaries/scholarships	EC -On Demand EFT to Client
		Lottery	ES -On Demand EFT to Supplier
		Tax refunds	