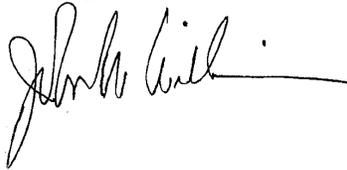


For: APFO, FAS, FSA, KCAO, KCCO, KCFO, and RMA Employees

Handling Waivers of \$100 or Less for Erroneous Payments of Pay and Allowances

Approved by: Deputy Administrator, Management



1 Waiver Requests for \$100 or Less

A Background

4 CFR Part 92, which deals with the waiver of claims for erroneous payments of pay and allowances, allows for the delegation of authority to approve waiver requests. The Director, FMD has been delegated the authority to:

- approve waiver requests
- re-delegate this authority to approve waivers when:
 - the amount is \$100 or less
 - there is no indication of fraud, misrepresentation, fault, or lack of good faith.

Based on this Federal regulation, it is appropriate for Field Office Directors to determine whether a waiver should be granted based on several conditions.

B Purpose

This notice:

- informs SED's and the Directors of APFO, KCAO, KCCO, and KCFO that they have been delegated the authority for approving waiver requests of \$100 or less by the Director, FMD
- informs the employees of APFO, FAS, FSA, KCAO, KCCO, and KCFO that waiver requests for \$100 or less shall be submitted to their respective Director
- provides current instructions for approving waiver requests.

Disposal Date	Distribution
December 1, 2004	All APFO, FAS, FSA, KCAO, KCCO, KCFO, and RMA employees; State Offices relay to County Offices

Notice FI-2623

1 Waiver Requests for \$100 or Less (Continued)

C Approving Waiver Requests

SED's and the Directors of APFO, KCAO, KCCO, and KCFO shall approve waiver requests based on the following:

- the total erroneous payment amount is \$100 or less
- the erroneous payment was discovered within the last 3 years
- the erroneous payment occurred through an administrative error
- there is no indication of fraud, fault, misrepresentation, or lack of faith by the employee or any other person having an interest in obtaining a waiver of the claim
- the immediate supervisor has recommended granting the waiver.

If a waiver is denied, the employee must be advised of the right to appeal the denial to the Office of the Chief Financial Officer (OCFO). If OCFO denies the waiver, the immediate supervisor should make every effort to collect any overpayment according to 55-FI, paragraph 445.

If a waiver is approved, notify the respective HRD to:

- administer the claim
- release the employee from any further collection action.

SED's and the Directors of APFO, KCAO, KCCO, and KCFO shall continue to send waiver requests for amounts greater than \$100 to the Director, FMD according to:

- 58-FI, Part 14, Section 2 for SED's
- 55-FI, Part 13, Section 2 for all other Directors.

Regardless of the amount, headquartered employees of FAS, FSA, and RMA shall continue to submit waiver requests to the Director, FMD according to 55-FI, Part 13, Section 2.