

**D. CORRECTING THE SUPPORT SERVICE CHECK AMOUNT**

When the Worker discovers that a support service payment has been requested for less than was intended, an additional payment for the difference is requested in RAPIDS.

**E. SUPPORT SERVICE CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE**

For any support service check returned to the local office, the Worker must complete an ES-14, attach the check and mail both to the Accounts Receivable, Office of Accounting. The Unit disposes of the check according to the instructions on the ES-14.

**F. SUPPORT SERVICE CHECK **AND BA-67** REPLACEMENT PROCEDURES**

See Section 21.3 for instructions.

**G. RECOUPMENT OF SUPPORT SERVICE PAYMENTS**

Recoupment of support service overpayments is accomplished by adjusting subsequent support service payments. When adjusting subsequent payments is not possible, the Worker must contact the client to request repayment. If the payment is returned, it is sent to the Accounts Receivable, Office of Accounting, Building 3, Room 413, with an ES-14. The Worker must identify the returned payments by indicating "Work Support" in the upper right corner. Do not include an account number for deposit of the funds.

When a Worker discovers a client has received an improper cash refund of support service monies instead of goods or services, the amount of the refund will be considered an overpayment of support services and must be recouped.

**RESERVED FOR FUTURE USE**

Information on page 84 has been deleted.