



Federal Emergency Management Agency

Washington, D.C. 20472

DATE: 06 Feb 2003

Response and Recovery Directorate Policy Guidance 9430.1

TITLE: Recovery of Funds Approval Process

PURPOSE: Establish approval process for authorizing recovery actions of federal funds that have been issued in error or were duplicated.

SCOPE AND AUDIENCE: This guidance shall be applied to all FEMA Individual Assistance programs.

DESCRIPTION: Applicants may sometimes receive disaster recovery awards for which they may not be eligible. Often this is due to erroneous information provided by the applicant at the time of registration or through human or automated errors occurring while processing the application. As such, this may result in a duplication of benefits, an overpayment of monies due, or a similar financial transaction that requires adjustment, usually by initiating an action to recover funds from the applicant.

GUIDANCE: The need to initiate action to recover funds from an applicant is not to be considered a routine part of program management and should not be initiated unilaterally. All recovery actions must be thoroughly reviewed, evaluated and approved by management. These actions fall into the following two categories:

- 1) Recovery of federal funds that duplicated private insurance benefits, or funds paid on duplicate applications from the same household must be concurred with by the Processing Services Section Manager or the Applicant Services Section Manager or the Branch Chief at the Maryland NPSC, and the Recovery Branch Chief or the Response and Recovery Division Director at the corresponding Region.
- 2) Recovery of federal funds actions that result from internal or systemic problems such as software aberrations and processing guidance or procedural errors must be thoroughly reviewed and evaluated by the Processing Services Section Manager or the Applicant Services Section Manager or the Branch Chief at the Maryland NPSC and must be approved by the Recovery Division Director or designee at headquarters before recovery action is initiated.

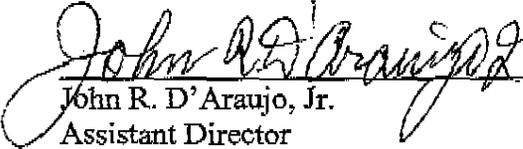
KEY WORDS: Recovery, Funds, Processing

SUPERSESSION: None

AUTHORITIES: Section 408 of the Robert T. Stafford Disaster Relief and
Emergency Assistance Act, 42 U.S.C. 5174

ORIGINATING OFFICE: Community and Family Services Branch, Recovery Division,
Response and Recovery Directorate

REVIEW DATE: Three years from the date of issue

SIGNATURE: 
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