**Misuse Reminders**

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| --- | --- | --- | --- |
|   | **YES** | **NO** | **N/A** |
| **\*\*Please ensure that required actions are documented in eFolder\*\*****\*\*Do not upload this reminder document to eFolder\*\*** |
| 1. Is the date of the allegation correct?
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| 1. Are all misuse allegations, investigations, and determinations uploaded to the eFolder?
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| 1. Was the fiduciary properly notified of the misuse determination in writing?
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| * 1. Was a copy of the misuse determination included?
 |   |   |   |
| * 1. Was a copy of the misuse determination sent to the successor fiduciary, if one was appointed?
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| * 1. Does the letter include the amount of debt, if applicable?
 |   |   |   |
| * 1. Does the letter include instructions for repayment, if applicable?
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| * 1. Does the letter include details on the reconsideration process?
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| * 1. Was the letter returned undeliverable?
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| 1. Was the beneficiary properly notified of the misuse determination in writing?
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| * 1. Was the letter also sent to the beneficiary’s accredited representative, attorney, or claims agent?
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| * 1. Does the letter include a copy of the misuse determination?
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| * 1. Does the letter include the amount of misuse found, if applicable?
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| * 1. Does the letter include details on the reconsideration process?
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| * 1. Does the letter include details of appeal rights?
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| 1. If the fiduciary also serves as a court appointed fiduciary, was proper notification sent to the court of jurisdiction?
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| * 1. Does the notification include a copy of the misuse determination?
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| * 1. Does the notification include the amount of misuse found, if applicable?
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| * 1. Does the notification include information about whether the fiduciary continues to serve?
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| 1. If misuse of federal benefits (SSA, RRB, DOD, etc.) is suspected, were all referrals made to those agencies and documented in the eFolder?
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| 1. If a finding of misuse was made by determination, was a referral made to OIG for each finding of misuse?
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| * 1. If multiple determinations relate to beneficiaries served by the same fiduciary, was a separate referral made for each determination with each cross-referenced to the other?
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| 1. Did the hub document all responses from OIG in the eFolder?
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| * 1. Was the OIG case number entered into the system and documented?
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| * 1. Did the hub document information received related to the OIG’s final decision regarding prosecution of the fiduciary and the final judgement of the court?
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| 1. Did the hub notify the co-located RO finance activity of the need to establish a debt through the appropriate memorandum?
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| * 1. Was the system updated with the BD number?
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| * 1. Is the work item in “debt collection” status?
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| 1. Was referral to the surety bond agency for demand of payment made and documented?
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| 1. If a negligence determination is needed, was the case referred to P&F Service?
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| 1. Was the 570 Work Item updated when no misuse was found?
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| 1. Was the correct claim label used in VBMS?
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