



<b>OP 01</b>	<b>Overpayments</b>		
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## **I. Background**

### **A. Purpose**

The purpose of this Overpayment Policy and Procedure is to ensure that any overpayments made to eligible organizations participating in the Prosperity Denver Fund (PDF) programs are handled fairly, transparently, and in compliance with all relevant regulations.

### **B. Definitions**

- **Organizations** – nonprofit scholarship and support services providers.
- **Eligible Organizations** – organizations who have been deemed eligible to receive reimbursement funding from PDF.
- **Overpayment** - An overpayment occurs when a participant receives funds that exceed their eligible reimbursement amount for program-related expenses.

## **II. Reference Documents**

### **A. Ordinance Section(s)**

- Sec. 11-34 – Organization reimbursement program. (9)(i-iv)

### **B. Related Policies & Procedures**

- EA-01-01: Eligibility Application Submission
- EA-01-02: Processing Initial Eligibility Application
- EA-01-03: Processing Renewal Eligibility Application
- RP-04-02: Reimbursement Detail Reports



**PROSPERITY  
DENVER  
FUND**

**Policy & Procedure:  
Overpayments**

### **III. Policy**

Prosperity Denver Fund (PDF) is committed to maintaining financial integrity and accountability. In the event of an overpayment, the Fund will work collaboratively with the affected participant to rectify the situation in a timely manner. Eligible organizations are required to confirm that all intended reimbursements are accurate prior to disbursement.



## **IV. Procedure**

### **A. Identification of Overpayment**

1. Staff will regularly review reimbursement requests and payments to identify any discrepancies or potential overpayments.
2. Participants may also report suspected overpayments to the Fund by contacting the program director.

### **B. Notification of Overpayment**

1. Upon identification of an overpayment, the program director will notify the participant in writing, detailing the amount of the overpayment, the reason for it, and the necessary steps to resolve the issue.
2. This notification will be sent within 10 business days of the identification of the overpayment.

### **C. Verification Process**

1. The organization will have the opportunity to verify the overpayment. They can provide additional documentation or clarify any misunderstandings within 14 days of receiving the notification. Organizations may also report suspected overpayments to PDF by contacting the program director. The program coordinator will review the provided information and make a determination regarding the overpayment.

### **D. Repayment Methods**

1. Participants may repay the overpayment via:
  - a. a check or money order made payable to PDF
  - b. ACH Direct Deposit.

### **E. Failure to Pay**

1. If a participant fails to adhere to the repayment agreement without prior communication, the Fund reserves the right to take further action, which may include withholding future reimbursements.

### **F. Appeals Process**



3. Organizations who disagree with the determination of an overpayment may appeal the decision in writing within 30 days of notification..
4. The appeal will be reviewed by a designated review committee, and a final decision will be communicated within 30 days after receipt of the appeal.