

Subject: Overpayments

Number: AISH-Program-2019-016

Date Issued: August 27, 2019

Effective Date: Immediately

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Distribution: AISH Program Policy Manual Update Subscribers

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### BACKGROUND:

Under the *Assured Income for the Severely Handicapped Act* (AISH Act) the director has authority, in appropriate circumstances, to exempt a client from the requirement to repay an assessed overpayment. The director's authority is delegated to program staff, in certain situations. Decisions of the director (or delegate) can be appealed to the AISH Appeal Panel.

AISH program policies on overpayments have been updated and posted to the online manual.

Updates include:

- Expanded information on the criteria for exempting repayment of an overpayment,
- Direction on assessing overpayments that result from retroactive lump sum payments,
- Revised notification letters and applicable forms, and
- A new policy for managing situations when clients choose to voluntarily repay an overpayment.

New and updated sections posted to the online manual are the official source of AISH program policy for overpayments.

### INTENT:

AISH program policy on overpayments reflects current legislation and is fully transparent, allowing clients to access information about their options if they are assessed an overpayment.

### POLICY:

New AISH policies have been added, as follows:

[Criteria for Exempting the Requirement to Repay an Overpayment](#)  
[Overpayments as a Result of Retroactive Payments](#)  
[Notice of Overpayment](#)  
[Voluntary Repayment of an Overpayment](#)

The following AISH policy has also been updated:

[Assessing an Overpayment](#)

The following AISH policies have been deleted:

- No Repayment of an Overpayment
- Notice of Overpayment Assessment
- Appealing an Overpayment