

**VI. STALEDATED, VOIDED, OR RETURNED CHECKS****A. Check Cancellations and Staledated Checks**

1. Checks will staledate at 120 calendar days following the date on the check. For checks that are canceled or staledated, a credit adjustment must be processed in accordance with the standards detailed in OPM Part Two, Chapter 5, Claims Adjustments and Recoupments.

2. For staledated checks of ten dollars (\$10.00) or less, the contractor may elect either to:

a. Affect adjustment or cancellation of the staledated check using automated means or

b. Make no adjustment transaction. Instead, a memorandum record shall be prepared and a summary report to TMA shall be submitted monthly as required in OPM Part Two, Chapter 5, Claims Adjustments and Recoupments.

**B. Replacement of a Staledated Benefit Check**

1. If a payee requests repayment of a staledated check or claims non-receipt of a check the replacement check shall be issued against the current FY not-at-risk bank account. A stop payment order for the original check shall be issued and accepted by the bank before a replacement is issued.

2. The contractor shall issue a replacement for a staledated benefit check when requested in writing by the payee, or the estate or guardian of the payee, and the claim is still in the active claims history file

3. If the claim is not available on the active claims history, the contractor shall forward, within ten (10) calendar days, the request with the staledated check to TMA, ATTN: RMF. If the original check cannot be provided to TMA, a statement describing its loss and providing verification that it is no longer in the possession of the payee or his successor must be sent. The sponsor's SSN must be provided and, if available, a copy of the EOB. The contractor transmittal letter shall state that the original claims information is not in the active claims history. The contractor shall notify the payee of this transfer.

4. If the amount of the staledated check to be reissued is \$10 or less, the contractor shall use the same procedure in the reissue as was used for the stale-dating. That is, if no claim adjustment was made in the staledating of the check, no claim adjustment is required for the reissue. The contractor shall reissue such payment and include such payment in the summary report to TMA which shall be submitted monthly as required in Section V. of this chapter.

**C. Other Voided or Returned Checks**

Checks which are voided or returned prior to staledating (e.g., issued to the wrong party, etc.) shall be reissued to the proper payee and the claim adjusted appropriately.

***D. Reissuance of Checks When Original Payee is Deceased***

*Checks issued by the contractor will be made payable to the legal representatives of the estate of the person concerned. Checks shall not be payable to the "estate of" a decedent, nor to a deceased person. Checks shall be delivered to the named payee or mailed to the payee's address of record.*