

For both T2 and T16 claims, the representative files a fee petition in writing. In order to obtain direct payment the representative must file the petition within 60 days of the favorable decision date.

Manual notices required to explain what is happening.

FO must withhold 25% of T16 and PC must withhold 25% of T2 back-pay pending the petition decision.

For concurrent cases windfall offset is worked by showing fee amount of \$.01.

Fee petition decision made by PC at recon level or below. Decision made by the ALJ at the hearing or AC level.

Underpayment results in manual inputs to release underpayment as well as more manual notices.

For concurrent cases, the windfall offset must be re-worked in light of the attorney fee. This results in either an overpayment or underpayment due the beneficiary.

For T2 and concurrent claims, the PC does the inputs to release the T2 fee and sends the manual notices. For T16 and concurrent cases, the FO does the inputs to release the T16 fee (if any) and sends the manual notices. For concurrent cases, the T2 portion of the fee must be paid first.

Fee petition approved

Overpayment results in manual inputs to recover the overpayment as well as manual notices. In many cases the claimant will file a waiver request which results in more work for the FO and/or PC.

Manual letters sent to beneficiary and representative asking the beneficiary to pay the representative. If beneficiary does not pay the representative, then SSA pays the representative and posts an overpayment to the beneficiary's record.

Not enough money withheld to pay fee to those authorized for direct pay