

## E Calculating the Underpayment

**REVISION 06**  
(10/01/08 - 12/31/08)

Calculate the amount of benefits the budgetary unit should have received for the months they were eligible using normal [budgeting procedures](#).

### EXCEPTION

When NA benefits are being restored due only to adding a participant, calculate using the income and expenses as they existed in **AZTECS** for each budget month. When the new participant had income, add their actual income to the income that existed in AZTECS.

When NA benefits are being restored due to other income changes not acted on before, use the actual income and expenses as they existed for each budget month.

When there is not enough information in the [case file\(g\)](#) to determine eligibility, request the information for each month affected.

Consider the budgetary unit ineligible for each month the information is not provided.

The amount of the underpayment is the difference between the amount the budgetary unit received and the amount that should have been received. (See [Restored NA Benefits](#))

Correct future benefit months before calculating the new benefit amount for the underpayment months, when applicable.

Calculate the underpayment using either of the following:

- AZTECS, which calculates the underpayment amount when the case is reworked for the past benefit month. The information calculated is transferred to **UNAU**.
- The CA Needy Family Test (FAA-0200A) form. The underpayment amount must be keyed on UNAU when using the hand budgets. (See [Authorizing Payments on UNAU](#)) All information must be keyed on UNAU to authorize issuance.

NOTE Documentation must support the following:

- The reason for the underpayment
- The amount of the underpayment
- The process used to arrive at the amount

Authorizing underpayments on UNAU is limited to staff at the Local Office Manager (LOM) and Unit Supervisor levels.

**WARNING**

Do not reopen the case in AZTECS unless the case meets both of the following conditions:

- The case was closed or denied in error.
- The budgetary unit is eligible for ongoing benefits.