

A Packet Assembly

Instructions for assembling the **OP** packet are as follows:

- Every budget must be labeled as a "WAS" or an "SHB" budget.
- When a budget covers more than one month, note that on the budget.
- Document unusual situations (e.g., prorated income).
- Manual budgets must be fully completed. Use **AZTECS** WAS budgets when available. When WAS budgets are not available, use the information from AFBH, AFIH, FSBH, FSIH, STBH, STIH, EBBI, and EBTH, and document your source(s).
- Attach verification to the appropriate Change Report(s).
- File all copied applications with the pages in the same direction.
- Organize the OP packet according to the following:

When the OP is due to a POTENTIAL **IPV**, or the TOTAL CLAIM AMOUNT IS GREATER THAN OR EQUAL TO \$1500, see [OP- IPV or Claim Is Greater-Equal \\$1500](#).

When the OP is NOT due to a POTENTIAL IPV, or the TOTAL CLAIM AMOUNT IS LESS THAN \$1500, see [No IPV or Claim Less Than \\$1500](#).