E   Calculating the Underpayment

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

FS EXCEPTION

When benefits are being restored SOLELY due 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 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 FS Benefits)

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

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 CA/MA Income Maximum and Needs Test (FA-200-A) and CA/MA Budget Record (FA-200-B). The underpayment amount must be keyed in AZTECS on UNAU when using the hand budgets. All information must be keyed on UNAU to authorize issuance.

WARNING

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

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.