

## A Computing the Overpayment Procedures

Procedures for computing the **OP** budget are as follows:

- Mark the original budget(s) WAS. (See [OP- WAS budgets](#)). This must reflect what was actually issued prior to recoupment for each month of the overpayment period. When the original budget(s) is not obtainable, and cannot be accurately recreated, complete the following:

Look for the WAS budget in the case file.

Screen print and use information from AFIH, AFBH, FSIH, FSBH, STIH, STBH, EBBI, or EBTH, as best available, for each month.

- When information is purged, use DARS (Data Retrieval System) to request retrieval of information for cases in **AZTECS**.

**NOTE** Purge jobs run on the second weekend of the month. This means that DARS information requested any time after the previous purge, but prior to the next purge, will be available until that weekend.

- Using verification in the case file, compute a corrected budget in AZTECS. (See [OP- AZTECS](#)) For overpayments older than 12 months, or NA households with more than 50 people, compute the corrected budget by hand, using the following forms:

Food Stamp Budget Worksheet (FAA-1077) form

CA/MA Budget Record (FA-200B) form

State Program Budget Record – GA/TC (FA-200) form

- Include a WAS budget for each overpayment month in which there was a change in circumstances. When a WAS budget is meant to cover more than one month, the months affected must be indicated on the WAS budget. Verify the actual amount using the appropriate microfiche, or AZTECS issuance and benefit history screens.
- Complete a SHOULD HAVE BEEN (SHB) budget for each month in which there was a change in circumstances. When one SHB budget is meant to cover more than one month, all months affected must be indicated on the SHB budget sheets.

- When computing SHB budgets for months that originally were calculated using converted income, actual income must be used. Actual income must be used for any overpayment reason.
- Indicate on the [FA-529](#) when it becomes necessary to revise an established overpayment month(s).

NOTE When an underissuance or underpayment is discovered by the **OP** Writer, return the case file to the local office. Include a copy of the budget indicating that an underissuance or underpayment has occurred. The Local Office routes the action through the change control process. (See UNAU) Action needed must be noted on the [FA-526](#) in Part 2.