B Computing the Overpayment - AZTECS Procedures

REVISION 03
(01/01/08 – 03/31/08)

Complete the budget computation in AZTECS as follows:

- Review applicable AZTECS screens.

- From APEM, key the earliest (oldest) month of the OP and work forward.

WARNING

The Citizenship Code in the CI field on IDCI can only be changed for a participant in the most current month of the most current program.

- Review SEPA to ensure all Participation Codes and participants are correct for the OP budget month.

- Key resources on applicable screens, and process through resource determination screens (AFRD, FSRD).

- Key the actual income (no converted amounts) on the applicable income screens. Document all income calculation work screens.

  NOTE Do not allow earned income deductions when budgeting earned income for an OP that is a result of the household failing to report and verify earnings timely. Key UR in the DENIAL CODE field on EAIN or SEEI, as applicable, to budget the income. This prevents AZTECS from allowing the earned income deductions.

- Key the actual shelter, utility, dependent care expenses, and child support deductions on EXNS and EXPC. Document the expense calculation work screens.

- Process through the CA determination screens when applicable (AFIM, AFNN, and AFPD). Process through FSAD and screen print FSAD. Press the F9 key.

- Screen print the SHB budget for each OP month.

- Document the SHB budget screen prints for each OP month with "ACTUAL INCOME", and the reason for the OP.

- The amount of the overpayment is the difference between the benefit amount of the WAS budget and the amount the household should have received as per the SHB budget.

- Complete the Report of CA/NA Overpayment (FA-529) form.