### .03 Computing the Overpayment – Should Have Been (Hand Budgets)

REVISION 48
**(01/01/20 - 12/31/20)**

Complete the budget computation using hand budgets Should Have Been (SHB) procedures as follows:

- Using verification in the case file, compute a corrected budget in AZTECS. For overpayments older than 12 months, or NA budgetary units with more than 50 people, compute the corrected budget by using the following forms:

  Nutrition Assistance Budget Worksheet (FAA-1077A) form

  CA Needy Family Test (FAA-0200A) form

  CA Income Maximum and Needs Test (FAA-0200C) 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 amount using the appropriate AZTECS issuance and benefit history screens.

- Complete a Should Have Been (SHB) budget for each month in which there was a change in circumstances which met the Standard or Simplified reporting requirements. When one SHB budget is meant to cover more than one month, all months affected must be indicated on the SHB budget sheets.

- Compute SHB budgets for months using converted income, or the income that should have been projected at the time of determination. When the budget covers more than one month, note that on the budget.

- Indicate on the Report of CA/NA Overpayment (FAA-0529A) form when it becomes necessary to revise an established overpayment month.

NOTE    When an underissuance or underpayment is discovered utilizing the information provided timely by the participant during the interview or change within the last 12 months, the OP Writer completes the action necessary to issue the corrected benefit amount.