

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

REVISION 46
(01/01/18 - 12/31/18)

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-1077) form
CA/Budget Record (FA-200-B) form
CA Income Maximum and Needs Test (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 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.
- 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, the OP Writer sends an email to the FAA office stating that action must be taken on the case.