

A Budgeting – CA-NA

Prior to computing an overpayment, review the following budgeting considerations applicable to CA and NA (See [OP- Computing an Overpayment](#)):

- For combination CA and NA cases, in which there is an NA overissuance, budget the net amount of CA issued when AFBH indicates recoument for a non-fraud overpayment.
- When CA [Intentional Program Violation](#) (IPV) has been established, use the gross amount indicated on AFBH for the NA overissuance.
- Use actual paydays, as opposed to pay period ending dates.
- When income has been mailed to the participant, always allow three postal [workdays\(g\)](#). A postal workday is any day other than a Sunday or a federal holiday.

The first day is the first postal workday following the mailing date.

- For cases involving [education income](#), first determine the date the income is received, and then consider the period of time it is intended to cover.
- When using [BG01](#) as a last resort for wage verification, the following applies:

The starting date for employment, when unknown, is the first day of the first month showing in the quarter. Divide the wages indicated in the quarter by three to arrive at a monthly amount.

When actual wages are available for one month of the quarter, subtract these wages from the quarter total and divide the balance by two for the remaining months.

- When only the month the change occurred is known, use the last day of the month as the date the change occurred.
- Verify [SSI](#) using the current verification process when there is no information on ININ.
- GA benefits paid for more than 12 months in any 36-consecutive-month period are paid in error. An agency error overpayment is incurred and the first possible month an overpayment can exist is July 01, 1994. (See [ST- State Public Assistance Policy and Procedures](#))

- The [Utility Allowance](#) or actual utility-billed amounts must be added to the other non-utility shelter expenses before entering it in the appropriate section of the Food Stamp Budget Worksheet (FAA-1077) form.
- Key the total amount of medical expenses in the appropriate section of the Food Stamp Budget Worksheet (FAA-1077) form. (See [NA Medical Expenses](#))
- When further verification is required, use the signature page of the most current application, copy and mail the copy to the verification source along with the applicable verification form, and a screen print of CAP2.
- Do not budget unreported child support income received by CA households when determining an NA overpayment.

EXCEPTION

For NA trafficking claims, do not complete an income budget. (See [OP- NA Trafficking Claims](#) for policy and procedures)