

A Computing the Overpayment – AZTECS Procedures

Complete the budget computation in **AZTECS** as follows:

- Depending on the reason for the **OP**, 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. It cannot be changed for past months.

- 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 prorated amounts) on the applicable income screens. Document all income calculation work screen(s).

NOTE Do not allow earned income deductions when budgeting earned income for an **OP** that is a result of the budgetary unit failing to report and verify earnings timely. For **CA**, use the UR Income Type Code to budget the income. This prevents **AZTECS** from allowing the earned income deductions.

- Key the actual shelter, utility, dependent care expense(s), and child support deduction(s) on EXNS and EXPC. Document the calculation work screen(s).
- Process through the **CA** determination screens when applicable (AFIM, AFNN, and AFPD). NEXT to FSAD, but do NOT NEXT to BUPR. Instead, screen print FSAD, then 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 budgetary unit should have received as per the SHB budget.
- Complete the [FA-529](#).