

44-350.H Mandatory Inclusion Overpayment/Underpayment

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44-350.H.1 Mandatory Inclusion

Human Services Specialists (HSS) are to take the following steps when a person required to be included in the Assistance Unit (AU) is discovered in the home.

Household changes must be reported in the [SAR](#) 7 following the change in the household composition.

- **Reinform AU** - Upon discovery, complete and send CW 87 Reinforming Letter/Add A Person to the family with the appropriate Statement of Facts (CW 8 or CW 8A), to notify the AU of the mandatory inclusion requirement and to provide them with an appointment (see [CPG 40-100 E. Statement of Facts for Additional Persons \(CW 8\)](#) section) to have their ongoing eligibility determined. The whole case is to be discontinued if the appointment is missed.
- **Redetermine Eligibility** - Determine overpayments for each month the person was required to be included in the AU but was not in the AU. Include the person's income, resources, and needs.
- **Recompute Grant** - Recompute the grant for the AU. No underpayment exists for any month in which the AU failed to request aid for an additional person or report their presence in the home. Include the person's income, resources, and needs.
- **Recover Overpayment** - Initiate recovery of an overpayment as specified in [CPG 44-350.F Overpayment Recovery](#) section for any month in which aid was overpaid.

Redetermine eligibility for the AU as of the date the additional person was required to be in the AU. Use the additional person's income, resources, and needs when making this redetermination.
