

44-350.I

Overpayment Recomputation Method

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44-350.I.1 General

Human Services Specialists (HSS) will compute administrative error overpayments by entering the following, as appropriate:

- The corrected income amount(s); and
- The corrected persons nonentitlement amount; and
- Discontinued ineligible persons from the Assistance Unit (AU). (This will create a “Forced Issuance” message on MEDS; no action is necessary.)

As a result of the above entries, the budget for each month in question will be recomputed to show the overpayment for each month.

After identifying the overpayment, the total overpayment amount must be established with the appropriate grant overpayment recoupment. Overpayment adjustment shall only be started at the beginning of a payment period. Benefit adjustments will be discontinued mid-period as appropriate when the overpayment is recouped.

However, complete recoupment of one overpayment in mid-period may permit the recoupment of another overpayment in the following month (i.e., before the next SAR Payment Period), the next overpayment recoupment may begin in mid-period as long as the amount being adjusted does not result in the benefits being decreased mid-period.

Exceptions to beginning immediate recoupment are:

- A prior overpayment is still being recouped;
 - The liable individual has left the home;
 - Regulation prevents recovery of the overpayment.
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**44-350.I.2
CalWIN
Entries**

CalWIN determines overpayments (and underpayments) and initiates the Benefit Recovery process when the HSS makes a change in “Data Collection” for:

- Prior months,
- Current month, or
- Future month for which ten (10) day notice is already past, benefits have been authorized and the recipient does not agree to the ten day notice waiver.

The HSS has the responsibility to:

- Request and gather accurate information to determine eligibility and the correct grant for each month of the payment period;
- Update the information in **Data Collection** and enter the correct Effective Begin Date;
- Set the (UEM) accordingly and run EDBC;
- Evaluate the **Capture Discrepancy Information** window and identify type of error;
- Review and select active liable individuals in the **Display Benefit Discrepancy** window and select the appropriate reasons for the overpayment;

Note: Any unaided adult cannot be liable individual if the adult was not aided at the time the overpayment was established (refer to [CPG 44-350.G.5](#). Also refer to [CPG 44-350.G.6](#) for Minors In Overpaid Assistance Units);

- Document in the **Maintain Case Comments** window;
 - Review client correspondences in the Search/View Client Correspondence in Print Queue for accuracy:
 - Complete NOA manual variables when necessary; and
 - Release the NOAs from the print queue;
 - Resolve Alerts; and
 - Make a discrepancy referral if fraud is suspected.
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44-350.I.3
Manual
Recomputation

When an overpayment is not computed by CalWIN, the HSS shall:

- Complete a manual budget to determine the amount of the overpayment using the CW 30 or the [Scratch Budget](#);
 - Complete the 07-40 HHSA worksheet;
 - Clearly explain the reason for the overpayment on the 07-40 HHSA and CalWIN Case Comments;
 - Complete the appropriate notice manually and mail it to the liable individual;
 - Image the manual budget form, NOAs, 07-40 HHSA and any additional documentation of the overpayment; and
 - Enter the claim in the Non-System Determined Claim window in CalWIN.
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