

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

October 15, 1986



ALL COUNTY LETTER NO. 86-99

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: OVERPAYMENT RECOUPMENT REGULATIONS (ORD #0186-02) AND
NOTICE OF ACTION (NOA) MESSAGE LANGUAGE FOR AFDC-FG/U,
EA-UP, RCA/ECA AND RDP

REFERENCE: ALL-COUNTY LETTER (ACL) NO. 86-53, DATED JUNE 17, 1986
ALL-COUNTY LETTER (ACL) NO. 86-65, DATED JULY 29, 1986

The purpose of this letter is to provide revised instructions regarding the implementation of the recently adopted overpayment recoupment provisions of Regulations Package #0186-02. This letter nullifies and supersedes the general instructions, NOA messages, and NOA message instructions contained in ACL 86-53. The revised fiscal claiming instructions transmitted to you as Attachment A to ACL 86-65 remain in effect.

Attached to this letter are the general instructions for implementing Excess Property Overpayments (Attachment A); Grant Adjustment of Agency Error Overpayments (Attachment B); specific instructions for use of NOA messages (Attachment C); and reproducible copies of the English version of Notice of Action Messages M44-350Bt, M44-350Ct, M44-350Dt, M44-350E, M44-350F, M44-350G, M44-350H, M44-350Jt, M44-352H, M44-352J, M44-352Dt, M44-352Et, and M44-352Ft. Translated versions of these NOA messages will be forthcoming. All information and messages needed to implement ORD #0186-02 have now been provided.

If you have any questions relating to this matter, contact Mr. Joe Carleton of the AFDC and Food Stamp Policy Implementation Bureau at (916) 324-2016 or ATSS 454-2016.

A handwritten signature in black ink, appearing to read "Robert A. Horel".

ROBERT A. HOREL
Deputy Director

Attachments

cc: CWDA

Excess Property Overpayments

General Instructions

For cases in which aid was received in good faith but the Assistance Unit, in fact, held excess property, the overpayment amount is the lesser of the amount of the excess property or the total amount of aid received while excess property was held. This change implements Welfare and Institutions Code Section 11020 and is retroactive to April 2, 1982. The regulations instruct counties to review within one year all overpayment cases in which the recipient held excess property to ascertain whether any overpayments of this type have been or are being recouped. If so, a recalculation must be made and payment issued, if necessary, to correct any underpayment (see MPP Section 44-350.122). The regulations require that the case review, recomputation, and correction of any underpayments be completed as soon as possible and not later than the deadlines set forth below:

- (a) The date of the next annual redetermination of eligibility or the date of discontinuance, whichever is earlier, for all recipients on aid as of April 9, 1986;
- (b) Sixty days from the date aid is granted for reapplications and requests for restoration of aid within one year after April 9, 1986;
- (c) Sixty days from the date of a client's request for review in all other cases.

Underpayments resulting from this recalculation may be used to offset an outstanding, collectable overpayment (see MPP Section 44-351.3).

Insert the total amount of the net cash aid paid for all of the overpayment months on the total line. This amount is the total amount of the recoupable overpayment.

This message is a continuation page for the M44-350E, M44-350F and the M44-352H.

Use M44-352H, Discontinue and Overpayment Due to Excess Property (Without Good Faith) to discontinue and demand an overpayment when excess property is held and the county determines there has not been good faith. Fill in the property items and values. Fill in the deadline date for paying back the money or submitting a plan for repayment and the total amount owed. Enter the name and address of the person or office to which the payment is to be sent or delivered.

Use the M44-350Jt, Excess Property Overpayment Computation (Without Good Faith), as a continuation page to compute the overpayment amount.

GRANT ADJUSTMENT OF AGENCY ERROR OVERPAYMENTS

The reproducible copies of Notice of Action (NOA) Messages M44-352Dt, M44-352Et and M44-352Ft are to be used to notify recipients of the specific case action taken as a result of the change in regulations which affect the grant adjustment of agency error overpayments. In addition NOA message M44-352Ft may be used to compute overpayment grant adjustments in other applicable cases until the new Turner NOA forms are implemented (see Turner Implementation Plan, ACL 86-57, June 30, 1986).

- o Use M44-352Dt, Agency Error Overpayment Correction to inform recipients that their overpayment grant adjustments have been recalculated under the new rules and that the county owes them a corrective payment. Fill in the total amount of the overpayment recouped since January 1, 1986, the amount that should have been recouped and the amount owed to the recipient. Check whether the warrant is enclosed or will be sent later. Also, fill in the recipient's overpayment balance prior to the recalculation, the amount of the check, and the overpayment balance after these actions. When there is no overpayment balance, enter zero (0). Enter the name and address of the person or office to which the warrant is to be sent or delivered.

Use M44-352Et as a second page to compute the amount of the overpayment.

Use M44-352J, Discontinue and Overpayment Due to Excess Property (With Good Faith) to discontinue and demand an overpayment when excess property is held and the county determines there has been good faith. Fill in the property items and values. Fill in the date the payback plan must be submitted to the county, the county address and the contact person.

Use M44-350Dt as a second page to compute the amount of the overpayment.

EXCESS PROPERTY OVERPAYMENT CORRECTIONS, WITHOUT GOOD FAITH

The following messages must be used in overpayment situations due to excess property when it has been determined that the property was held without good faith.

Use M44-350E, Excess Property Overpayment and Adjustment (Without Good Faith) to notify ongoing cases that their aid will be reduced by grant adjustment until all the overpayment has been repaid because they were overpaid due to excess property when the county determines there has not been good faith.

Use the M44-350Jt, Excess Property Overpayment Computation (Without Good Faith), as a continuation page to compute the overpayment amount.

Use the M44-352Ft, Overpayment Adjustment Computation, as a continuation page to compute the grant adjustment amount.

Use M44-350F, Excess Property Overpayment and Demand (Without Good Faith) to demand repayment of former recipients who were overpaid due to excess property when the county determines there has not been good faith while they were on aid. Fill in the deadline date for paying back the money or submitting a plan for repayment and the total amount owed. Enter the name and address of the person or office to which the payment is to be sent or delivered.

Use the M44-350Jt as a second page to compute the amount of the overpayment.

Use M44-350Jt, Excess Property Overpayment Computation (Without Good Faith) for calculating the overpayment amount for cases in which good faith was not determined. Fill in the month and year, the aid amount paid, the support payments or other money received by the county which were credited against the aid payment for that month, the net aid paid, and the total value of all the property held in the overpayment month.

NOA MESSAGES INSTRUCTIONS

The language and computations in the following messages have been processed under the terms of the Turner Consent Decree and are mandated for county use in the appropriate situations. The counties may reproduce the messages or transfer the exact language to any other appropriate form (e.g., the NA 990 in Case Data counties).

EXCESS PROPERTY OVERPAYMENT CORRECTIONS, WITH GOOD FAITH

The following messages must be used for cases in which aid was received in good faith but which were actually overpaid because they held excess property.

Use M44-350Bt, Excess Property Overpayment Correction (With Good Faith) for cases previously notified of the overpayment, but because of the change in regulations the amount of the overpayment has changed and the recipient still owes the county money. Fill in the recomputed overpayment amount, the total amount recouped or paid back and the amount still owed.

Use the M44-350Dt as a second page to compute the amount of the overpayment.

Use M44-350Ct, Excess Property Underpayment Correction (With Good Faith) for cases previously notified of the overpayment, but because of the change in regulations the amount of the overpayment has changed and the county owes the recipient money. Fill in the total amount recouped or paid back, the recomputed overpayment amount and the amount owed to the recipient. Check whether the check is enclosed or will be sent later.

Use the M44-350Dt as a second page to compute the amount of the overpayment.

Use M44-350Dt, Excess Property Overpayment Computation (With Good Faith) for calculating the overpayment amount for cases in which good faith has been determined. Fill in the month and year, the aid amount paid, the support payments or other money received by the county which were credited against the aid payment for that month, the net aid paid, and the total value of all property in excess of \$1000 for each month the client was overpaid.

Insert the total amount of cash aid paid for all months on the "A" line.

Mark the month(s) of the highest property value with an asterisk (*). If there is more than one month of the highest property value, mark them all with an asterisk. Fill in the amount of the (one) highest value month on the "B" line. Fill in the smaller of "A" or "B" on the "C" line. The amount on the "C" line is the amount of the overpayment recoupable under MPP 44-352.11.

This message is a continuation page for the M44-350Bt, M44-350Ct, M44-350G, M44-350H and the M44-352J.

Use M44-350G, Excess Property Overpayment and Adjustment (With Good Faith) to notify ongoing cases that their aid will be reduced by grant adjustment because of an overpayment due to excess property and that the county has determined there was good faith.

Use the M44-350Dt, Excess Property Overpayment Computation (With Good Faith) as a continuation page to compute the overpayment amount.

Use the M44-352Ft, Overpayment Adjustment Computation, as a continuation page to compute the grant adjustment amount.

Use M44-350H, Excess Property Overpayment and Demand (With Good Faith) to demand repayment of former recipients who were overpaid due to excess property when the county determines there was good faith while they were on aid. Fill in the deadline date for paying back the money or submitting a plan for repayment and the total amount owed. Enter the name and address of the person or office to which the payment is to be sent or delivered.

Use the M44-350Dt as a second page to compute the amount of the overpayment.

GRANT ADJUSTMENT OF AGENCY ERROR OVERPAYMENTS (cont'd)

- o Use M44-352Et, Agency Error Overpayment Adjustment Computation to recompute the retroactive grant adjustments in agency error overpayment cases since January 1, 1986. Specifically, the standard work expense and dependent care disregards are now allowed when computing the maximum grant adjustment amount. Complete all the spaces as appropriate for the case. Compute and insert the total amount that should have been paid back.

This message is a continuation page for M44-352Dt.

- o Use M44-352Ft, Overpayment Adjustment Computation to compute the grant adjustment amount on and after the date the county implements the new grant adjustment regulations (MPP Section 44-352.411, effective April 9, 1986). Specifically, the standard work expense and dependent care disregards are now allowed only when computing grant adjustments for overpayments caused by agency error.

This message is a continuation page for M44-350E and other applicable computations of overpayment adjustment amounts.

Grant Adjustment of Agency Error Overpayments

General Instructions

In computing the income available for determining the maximum grant adjustment to recoup an overpayment caused by agency error, the dependent care disregard and the standard work expense disregard are to be subtracted from earned income. This requirement is the result of the amendment of Welfare and Institutions Code Section 11004(c) (Statutes of 1985, Chapter 1569, effective January 1, 1986).

For cases in which an agency error overpayment has been recouped by grant adjustment on or after January 1, 1986, the county must:

- a) Recompute the grant adjustment amount according to MPP Section 44-352.411, as amended.
- b) Determine if the revised grant adjustment amount is less than the amount computed under the July 1, 1983 regulations.
- c) For each month in which the revised grant adjustment is less than that actually recouped, issue a corrective payment.
- d) Readjust the overpayment balance to reflect the corrective payment and the new overpayment balance amount.

The change in the method of calculating grant adjustments for purposes of overpayment recoupment does not change the amount of aid to which the recipient is eligible. Therefore, excessive recoupment is not an underpayment, as defined in MPP Section 44-340.12, and may not be balanced against an existing overpayment, as would otherwise be allowed under MPP Sections 44-340.42 and 44-351.3.

The case review, recomputation and payment issuance must be completed as soon as possible and not later than December 31, 1986.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number :
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

The county told you before about an overpayment you had. You owed \$_____. You owned property worth more than \$1,000 while you were on cash aid. Now, the rules for figuring this kind of overpayment have changed. The new amount of your overpayment is less than we told you. Your new overpayment amount is figured on the next page.

The new rule is: when you honestly get cash aid while you have property worth more than the limit, we look only at the month you had the most property. Your new overpayment can be no more than the amount of the property you owned over \$1,000 for that month.

Under the new rules, the new amount you owe is \$ _____
(See Line C on the next page.)

You have already paid back - _____

You still owe \$ _____

We will take some of what you owe out of your aid payment each month until it is all paid back.

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s) 44-350.122

Medi-Cal — California Administrative Code Title 22, Section(s) _____

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number :
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

The county told you before about an overpayment you owed. You owned property worth more than \$1,000 while you were on cash aid. Now, the rules for figuring this kind of overpayment have changed. Your new lower overpayment amount is figured on the next page.

The new rule is: When you honestly get cash aid while you have property worth more than the limit, we look only at the month you had the most property. Your new overpayment amount can be no more than the amount of the property you owned over \$1,000 for that month.

Under the old rules you have already paid back \$ _____

Under the new rules, the new amount you owe is _____
(See line C on the next page.)

We owe you \$ _____

- A check is enclosed.
- A check will be sent soon.

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s) 44-350.122

Medi-Cal — California Administrative Code Title 22, Section(s) _____

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number :
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

The County is changing your monthly cash aid from \$_____ to \$_____.

Here's why:

You were overpaid \$_____.

You owned property worth more than \$1,000 while you were on aid. The amount of your overpayment is the amount on line C of page 3. When you honestly get cash aid while you have property worth more than the limit, we look only at the month you had the most property.

Your countable property is shown on the next page.

Computation of: Financial Eligibility
 Aid Payment

_____ for _____ persons _____
Special Needs (specify) _____ + _____
_____ + _____
Net Non-exempt Income - _____
Child/Spousal Support Collected by the County
(for eligibility computation only) - _____
Total Grant = _____
Overpayment Adjustment (see page _____) - _____
Aid Payment = _____

Net Nonexempt Income Computation

	Name	Name	Name
Total Earned Income			
Inc. Tax, Soc. Sec. and Disab. Ins.	-		
Standard Work Expense Disregard	-		
Dependent Care Expense Disregard	-		
Disregard: \$30	-		
Subtotal	=		
Disregard: 1/3 of Subtotal	-		
Other Countable Income: _____	+		
_____	+		
_____	+		
Court Ordered Child/Spousal Support Paid-	-		
● Net Nonexempt Income	=		
or			
● Net Nonexempt Income Total (columns 1 + 2 + 3)			_____

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s): 44-350.122, 44-352.115, 44-352.41

Medi-Cal: California Administrative Code Title 22, Sections: _____

Child Support. The District Attorney can help you locate an absent parent, legally establish your child's paternity, and collect child support. To obtain these services, or to continue them if aid is discontinued, you must contact the District Attorney's office.

Family Planning Services. Information is available from the County Welfare Department on request.

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action - Continued

Case Name :
Case Number :
Date of Notice :

Here is how we figured your countable property.

Property	Countable Value
_____	\$ _____
_____	_____
_____	_____
_____	_____
Total	
Countable Value	\$ _____

We will adjust your monthly aid payment until the overpayment is paid back.

If you go off aid before your overpayment is paid back, the County can take action to collect.

The next pages show the month(s) you owned too much property, the total amount you owe, and how much will be taken out of each month's aid amount.

Your new aid amount is figured on this notice.

Regulations. These rules apply to the information on this page: Policy Manual Sections: 44-350.122, 44-352.115, 44-352.41. You may review them at your welfare office.

State Hearing. If you think we are wrong, you may ask for a hearing. The back of page 1 tells how.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number :
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

While you were aided, you were overpaid. After the County stopped your cash aid, we found that you owe us for an overpayment. The amount of your overpayment is due now. You owe \$_____.

Here's why:

You owned property worth more than \$1,000 while you were on aid. The amount of your overpayment is the amount on line C of the next page. When you honestly get cash aid while you have property worth more than the limit, we look only at the month you had the most property. Here is how we figured your countable property.

Property	Countable Value
_____	\$ _____
_____	_____
_____	_____
Total	_____
Countable Value	\$ _____

The next page shows the months you owned too much property and the total amount you owe.

The amount you owe is now due. You must pay back the money or show the county your plan for paying it back before _____. If you do not, the County can take action to collect

If you pay by check or money order send or bring it to:

If you pay by cash, pay in person and be sure to ask for a numbered receipt with the county name on it.

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s) 44-207.1, 44-350.122, 44-351.116, 44-352.41

Medi-Cal — California Administrative Code Title 22, Section(s) _____

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number :
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

As of _____, the County is stopping your cash aid.

Here's why: You can't get cash aid if your total countable property is more than \$1,000. Here is how we figured your countable property.

Property	Countable Value
_____	\$ _____
_____	_____
_____	_____
_____	_____
Total	
Countable Value	\$ _____

You also owned the property while you got cash aid. You owe an overpayment for that time. When you honestly get cash aid while you have property worth more than the limit, we look only at the month you had the most property. Your overpayment amount can be no more than the amount of the property you owned over \$1,000 for that month.

The next page shows the aid you were paid for each month of overpayment. It also shows your total overpayment. The amount of your overpayment is the amount on line C of the next page.

You must pay back the money or show the county a plan for paying it back before _____. If you do not, the county can take action to collect.

If you pay by check or money order send or bring it to:

If you pay by cash, pay in person, and be sure to ask for a numbered receipt with the county name on it.

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s) 44-342.115

Medi-Cal — California Administrative Code Title 22, Section(s) _____

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action - Continued

Case Name :
Case Number :
Date of Notice :

Here is how we figured your countable property.

Property	Countable Value
_____	\$ _____
_____	_____
_____	_____
_____	_____
	Total
	Countable Value \$ _____

We will adjust your monthly aid payment until the overpayment is paid back.

If you go off aid before your overpayment is paid back, the County can take action to collect.

The next pages show the month(s) you owned too much property, the total amount you owe, and how much will be taken out of each month's aid amount.

Your new aid amount is figured on this notice.

Regulations. These rules apply to the information on this page: Policy Manual Sections 44-350.122, 44-352.116, 44-352.41, 42-207.1. You may review them at your welfare office.

State Hearing. If you think we are wrong, you may ask for a hearing. The back of page 1 tells how.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number :
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

While you were aided, you were overpaid. After the County stopped your cash aid, we found that you owe us for an overpayment. The amount of your overpayment is due now. You owe \$_____.

Here's why:

You owned property worth more than \$1,000 while you were on aid. All the cash aid you got while you owned the property is an overpayment because you knew you could not get cash aid while you owned it. Here is how we figured your countable property.

Property	Countable Value
_____	\$ _____
_____	_____
_____	_____
_____	_____
Total	
Countable Value	\$ _____

The next page shows the months you owned too much property and the total amount you owe.

The amount you owe is now due. You must pay back the money or show the county your plan for paying it back before _____. If you do not, the County can take action to collect.

If you pay by check or money order, send or bring it to:

If you pay with cash, pay in person and be sure to ask for a numbered receipt with the county name on it.

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s) 44-352.41, 44-352.116, 44-3352.43, 42-207.1

Medi-Cal — California Administrative Code Title 22, Section(s) _____

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number:
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

As of _____, the County is stopping your cash aid.

Here's why: You can't get cash aid if your total countable property is more than \$1,000. Here is how we figured your countable property.

Property	Countable Value
_____	\$ _____
_____	_____
_____	_____
_____	_____
Total	
Countable Value	\$ _____

All the cash aid you got while you owned the property is an overpayment because you knew you could not get cash aid while you owned it.

The next page shows the aid you were paid for each month of overpayment. It also shows your total overpayment. You must pay back the money or show the county a plan for paying it back before _____. If you do not, the county can take action to collect.

If you pay by check or money order send or bring it to:

If you pay by cash, pay in person, and be sure to ask for a numbered receipt with the county name on it.
If you have any questions call:

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s) 44-207.1, 44-350.122, 44-352.116, 44-352.41

Medi-Cal — California Administrative Code Title 22, Section(s) _____

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action

If you have questions or want more information about this action, please contact your worker.

Case Name :
Case Number :
Worker :
Phone :
Date :

Description of the Action, Amount, Reason(s), Comments. Effective _____, the following action is being taken:

The county told you before about an overpayment you owed. To pay back the overpayment, we adjusted your monthly cash aid amount. On January 1, 1986, the rules changed for figuring the amount we could adjust for this kind of overpayment. The new adjustment amounts for each month you were on cash aid since January 1, 1986 are figured on the next page.

Since January 1, 1986, we have adjusted (total) \$ _____

Under the new rules, we should have adjusted (total) - _____

Because we took the money back too fast, we owe you \$ _____

A check is enclosed.

A check will be sent soon.

The new rule did not change the fact that you were overpaid. It only changed how fast we can take back the money. We have added the amount of this check to what you owe the county. The following shows what you now owe the county.

You owed this much before this action \$ _____

The amount of this check is + _____

The amount you now owe is \$ _____

You can stop us from adding to what you owe the county by not keeping this check. If you bring or send the check back to us, the amount you still owe will be the same as it was before we took this action.

If you wish to give the check back to us, please send or take it to:

Regulations. This action is required by State regulations which are available for review at the county welfare department: Manual of Policies and Procedures (MPP) Section(s) 44-352.41

Medi-Cal — California Administrative Code Title 22, Section(s) _____

State Hearing. If you are dissatisfied with this action, your aid may continue unchanged if you ask for a State Hearing before the effective date of the action. Read the back for important information about your right to appeal this action.

Notice of Action - Continued

Case Name :
Case Number :
Date of Notice :

Overpayment Adjustment

	(Month)	(Month)	(Month)	(Month)	(Month)	(Month)
Cash Aid Subtotal:	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____
Total Earned Income:	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____
Work Expense Disregard:	- \$ _____	- \$ _____	- \$ _____	- \$ _____	- \$ _____	- \$ _____
Dependent Care Disregard:	- \$ _____	- \$ _____	- \$ _____	- \$ _____	- \$ _____	- \$ _____
Other Countable Income:	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____
Liquid Resources (list): _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____
_____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____
_____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____
Subtotal A:	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____
Basic Aid Amount:	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____
Special Needs:	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____	+ \$ _____
	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____
Adjustment Factor:	x .95					
Subtotal B:	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____
Highest Adjustment Allowed (A minus B):	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____
Overpayment Adjustment Amount This is the smaller of: the Highest Adjustment Allowed or the Total Overpayment Owed or the Cash Aid Subtotal for this month:	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____	= \$ _____

Total amount we should have adjusted (all months)

\$ _____

Regulations. These rules apply to the information on this page: Policy Manual Sections: 44-352.41. You may review them at your welfare office.

State Hearing. If you think we are wrong, you may ask for a hearing. The back of page 1 tells how.

Notice of Action - Continued

Case Name :
Case Number :
Date of Notice :

Overpayment Adjustment:

Amount to be Taken From Monthly Payment

	Overpayments Not Caused by Agency Error	Overpayments Caused by Agency Error
Total Grant (from Page 1)	\$ _____	\$ _____
Total Earned Income	+ _____	+ _____
Work Expense Disregard		- _____
Dependent Care Disregard		- _____
Other Countable Income	+ _____	+ _____
Liquid Resources (list)		
_____	+ _____	+ _____
_____	+ _____	+ _____
_____	+ _____	+ _____
Subtotal A	= _____	= _____

Basic Aid Amount	\$ _____	\$ _____
Special Needs	+ _____	+ _____
	= _____	= _____
Adjustment Factor	×.90	×.95
Subtotal B	= _____	= _____
Highest Adjustment Allowed (A minus B)	\$ _____	\$ _____

Overpayment Adjustment Amount

This is the smaller of:

- the Highest Adjustment Allowed,
- the Total Overpayment Owed, or
- the Total Grant (from page 1)

\$ _____

Overpayment Still Owed

Total Overpayment Owed at the First
of the Month

\$ _____

Overpayment Adjustment Amount

- _____

Overpayment Owed After Adjustment

\$ _____

Regulations. These rules apply to the information on this page: Policy Manual Sections: 44-352.41
You may review them at your welfare office.

State Hearing. If you think we are wrong, you may ask for a hearing. The back of page 1 tells how.