

## .52 Odd Jobs



This section includes information about income derived from performing odd jobs.

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### Policy

A participant's income from irregular or varied activities is countable as self-employment when it meets the definition of [self-employment\(g\)](#).

NOTE When income is received occasionally and does not meet the definition of self-employment, FAA treats the income as actual income when there is an inconsistent receipt.

When expenses are incurred, see [Allowable Self-Employment Expenses](#).

Countable income is used to determine an income budget. (See [Income Budgeting](#) to see how FAA determines the income budget.) FAA needs to know about income that is both countable and not countable to determine whether a budgetary unit's income is exceeding their expenses. (See [Income Eligibility](#) for more information about how FAA uses countable and not countable income.)

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### Procedures

Discuss with the participant the income from odd jobs to determine whether to count the income as **one** of the following:

- Self-employment income
- Occasional income
- Actual or inconsistent income

See [AZTECS Frequency Codes](#) for more information about occasional and actual income.

When the participant is present, have them sign the Authority to Release (FAA-1765A) form to contact any companies or businesses involved. The FAA-1765A can be faxed or emailed to the participant's employer when it is not possible to use the Application for Benefits (FAA-0001A) or the HEAplus Authority to Release signed statement.

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### Verification

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified the information.

The participant has the primary responsibility for providing verification. (See [Participant Responsibilities – Providing Verification](#) for additional policy.)

For NA, **all** of the following income is required to be verified before eligibility is determined:

- Reported on a new application, during the interview of a new application, or changes reported before the eligibility determination of a new application.
- Changes after an eligibility determination of a new application (e.g., a renewal application, mid approval contact, etc.) and **any** of the following apply:

The source of the income has changed.

The income is [questionable\(g\)](#) or [unclear\(g\)](#).

The reported income amount has changed by \$51 or more.

The previous verification in the case file is more than 59 calendar days old.

For CA, all income is required to be verified before determining eligibility.

When the participant is present, have them sign the Authority to Release (FAA-1765A) form to contact any companies or businesses involved. The FAA-1765A can be faxed or emailed to the participant's employer when it is not possible to use the Application for Benefits (FAA-0001A) or the HEAplus Authority to Release signed statement.

Examples of verification that can be used for self-employment income and expenses include, and are not limited to, **any** of the following:

- Bookkeeping records
- Business ledgers listing income amounts received and expenses incurred
- Actual receipts
- Contracts for work
- Statements from patrons and companies
- Most recent Internal Revenue Service (IRS) U.S. Individual Income Tax Return (1040) form. Below are common IRS Schedule forms that the participant may provide in addition to the 1040:

Schedule C, Profit or Loss From Business

Schedule E, Supplemental Income and Loss

Schedule F, Profit or Loss from Farming

Schedules B-1, C, D, K, K-1, K-2, K-3, and M-3 of IRS U.S. Return of Partnership Income (1065) form (See [Limited Liability Company \(LLC\) Definition](#) for more information about LLCs.)

NOTE The most recent IRS 1040 and Schedule forms can be used as verification of self-employment income and expenses when the participant indicates it accurately reflects the participant's current income.

- Rent or mortgage receipt for business property
- Property tax statements for business property

- Utility costs for business property
- Cleaning cost bills for business property
- Business location and equipment maintenance
- Personal records indicating personnel salaries or costs of outside labor, such as canceled checks and payroll checks
- Participant's statement for self-employment income, when **one** of the following apply:

Other attempts to obtain verification have failed.

Obtaining documented or collateral contact verification may cause harm or [undue hardship\(g\)](#) for the participant.

NOTE Participant statement verification may be used to verify self-employment expenses unless [questionable\(g\)](#).

Examples of verification that can be used for Earned Income include, and are not limited to, **any** of the following:

- System [interface\(g\)](#) when the participant agrees that the information is accurate.
- A copy of a paycheck stub.
- Copy of checks when the gross earnings are listed.
- A printout from a third-party payroll verification source provided by the participant.
- Third-party payroll verification sources when the employer uses the verification source as its legal agent to provide payroll services or respond to inquiries about employee records. (See [Third-Party Payroll Verification Sources\(g\)](#) for FAA approved sources, additional information, and instructions for requesting additional sources.)
- A New Employment Verification (C005) notice that is completed, dated, and signed by the employer or their payroll authority. To be considered complete, the statement has to include **all** of the following:
  - Name, address, and telephone number of the employer
  - Gross pay for the periods needed
  - Frequency of pay (e.g., weekly, monthly, quarterly, etc.)
  - Day of the week or day of the month pay is received (e.g., Fridays, 5th and 20th of the month, first of the month, etc.)
  - Any expected change in pay
- For new or current employment verification, a completed Verification of New/Current Employment (FAA-0053A) form that includes a date and the signature of the employer or their payroll authority.

- For terminated employment verification, **any** of the following completed items that include a date and the signature of the employer or their payroll authority:

Verification of Terminated Employment (FAA-1701A) form

Verification of Terminated Employment (C019) notice

- Letter from the agency providing government-sponsored training.
- Leave and Earnings Statement (LES) from the military.
- A collateral contact with the employer or their payroll authority.

NOTE Collateral contact is not used when contacting the employer would jeopardize the participant's employment or when the employer does not accept telephone verification.

- Participant statement verification when **any** of the following occur:

Other attempts to obtain verification have failed

Obtaining documented or collateral contact verification may cause harm or undue [hardship\(g\)](#) for the participant.

NOTE A participant's statement is not allowed to verify income when it is considered questionable.

NOTE Many companies do not allow verification over the telephone. When an FAA-0053A or FAA-1701A must be completed by **any** of the following, see the company's contact information to determine where FAA staff must send the form:

- [Wendy's Employment and Wage Contact Information](#)
- [Solutions Staffing Employment and Wage Contact Information](#)

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### AZTECS Keying Procedures

Complete **one** of the following for odd jobs based on the type of income the participant receives.

- Key OT in the INCOME TYPE field on SEEI for self-employment.
- Key WA in the INC TYPE field and AC in the FREQ field on EAIC for actual income.
- Key WA in the INC TYPE field and OC in the FREQ field on EAIC for occasional income.

Document the [case file\(g\)](#) thoroughly to support keyed codes, amounts, and frequencies. See the [AZTECS Data Entry Guide](#) for instructions on keying the AZTECS income screens.

NOTE Documentation must support determinations of eligibility and benefit level. Document in sufficient detail to ensure that any reviewer can assess whether the determination is reasonable and accurate. Include specific information regarding the reason the income is determined to be normal. (See [Budgeting Income Documentation Requirements](#) for additional information.)

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### **Legal Authorities**

7 CFR 273.9(b)(1)(ii)

R6-12-501

### **[Prior Policy](#)**

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