

.01 Projecting Income - A Full Month's Income Has Been Received

REVISION 26
(10/01/13 - 12/31/13)

When a full month of income has been received and no changes are expected, include the income for the month it is received and for ongoing months.

When a full month of income has been received and changes are expected, include the income received only in the application month. Anticipate the income for ongoing months based on the budgetary unit's verified circumstances.

When the income is verified as terminated, include the income ONLY when received in the application month and remove it for ongoing months. (See Example [Terminated Source](#)).

Documentation must support the income budgeted.

When a [full month of income\(g\)](#) has been received, complete the following on the appropriate income screen:

- Key the [gross income\(g\)](#) received in each pay period for the benefit month.
- Key the date the income is received.
- Key the appropriate [Frequency Code](#).