

A Projecting Income - Overview

REVISION 46
(01/01/18 - 12/31/18)

Projecting income is predicting the future income using recently received income that is expected to continue.

Request, verify, and review the participant's income received during the prior 30 day period to determine the income that is reasonably certain to be received during the approval period. (See [Income Verification](#))

Income verification must be requested for NA when income is reported on a renewal application, change report, or [data match](#) and any of the following apply:

- The source of the income has changed
- The income is questionable or unclear
- The reported income amount has changed by \$51 or more
- The previous verification in the case file is more than 59 days old

NOTE When contact is made with an employer after an interview has been completed on a pending application, attempt to verify and budget all known income received up to and including the date of the current contact. (See Example [Contact to employer after interview.](#))

When projecting income, all checks that have been received in the budgeting month must be used in that month. When budgeting ongoing months, do not use a check that does not represent the participant's ongoing income because the check is too high or too low. (See [Full Month's Income Has Been Received](#))

Verify differences on the checks, including overtime and bonuses. When the check includes overtime or a bonus that will not continue, do not use that check for budgeting ongoing months.

NOTE When there is a zero pay period in the budgeting month or that is expected to continue, see [Zero Pay Period](#) for AZTECS keying procedures.

Do not use the past income as an indicator of projected ongoing income when one or more of the following occurred or can be expected during the approval period:

- An increase or decrease in the number of hours worked during or after the application month. (See [Changes in Hours Worked](#))
- An increase or decrease in the rate of pay during or after the application month. (See [Changes in Rate of Pay](#))
- There are no recent checks that are normal and are expected to continue.
- The income was terminated. Only budget the income for the month received and remove it for ongoing months.
- One or more semi-monthly checks do not represent the participant's ongoing income. (See [Projecting Income - Received Semi-Monthly](#))

WARNING

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 [Income Documentation Requirements](#))