

D Verification and Documentation - GA - Expenses Exceed Income

Comprehensive information on expenses is not required for an eligibility determination. However, information may become available that indicates that a participant's expenses exceed income. The following apply:

- Request additional information and verification when either of the following situations exist:

Reported expenses exceed income prior to allowable deductions. In addition, there is no evidence that liquid resources have been used or are available to be used to meet ongoing expenses.

A participant reports little or no income while still managing to meet financial obligations.
- Explore with the participant how they are managing finances. This includes, but is not limited to, the following:

Are they receiving income or resources that are not countable for GA?

How long have they managed under these circumstances?

When they show receipts for paid bills for expenses, they must provide verification of how the bills were paid.

Is someone making contributions to the budgetary unit?
- A participant may have recently lost a source of income and does not know at the time of application how they will manage. In this situation complete the following:

Set an alert on EWAL to review the case within two or three months to determine whether the situation has changed.

When the situation remains unchanged, send the [C003 notice](#) and require the participant to provide verification of how they continue to meet expenses.

This special review (case audit) does not require a new application or face-to-face interview, unless deemed necessary by the EI or supervisor.

- At the time of renewal, a participant's paid expenses may have consistently exceeded income. In this situation, require that the participant verify how they continually met their expenses.

When the participant fails or refuses to provide verification, stop benefits allowing for [NOAA](#) requirements.

When the local office cannot establish financial management, deny the application or close the case.

Key PI in the DENIAL/CLOSURE REASON field on STAA.