.02 Procedure: Anticipating Hourly and Pay Rate Changes

This section provides procedures for budgeting a full calendar month of income.

Procedures

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.

When a participant receives a paycheck for each regularly scheduled pay date during a calendar month, consider the month a full month of income(g). Budget a full month of income for *one* of the following circumstances:

- When the new or renewal application interview are in the same month, *all* the following apply:

    Include the full month of income in the budget.

    Use the same budget to project income for ongoing months.

- When a new application and the interview are in different months, *all* of the following apply:

    Include the full month of income received in the application budget month.

    For the interview month, budget a 30-day income period to include any paychecks received by the participant in the interview month.

    Use the same income for the interview month for ongoing months.

   NOTE Income received during the budget month must be used in the budget of that month.

AZTECS Keying Procedures

Budget all the income, when a full month of income(g) is received, complete *one* of the following:

- To project income using a full month of income, key *all* of the following:

    The Income Type Code in the INC TYPE and the SUB TYP field as needed.

    The Income Frequency Code in the FREQ field.

    Each of the pay dates in the DATE PAID field.

    The work hours in the HOURS field.

    The gross income for each pay date in the GROSS AMOUNT field.

    Ensure to copy details into the Current System Month and leave the same income keyed for ongoing months.

- To project income, when a new application and interview are in different months, use a full month of income for the application month, and complete *all* of the following:

    1) For the application month, key *all* of the following:

        The Income Type Code in the INC TYPE and the SUB TYP field as needed.

        The Income Frequency Code in the FREQ field.

        Each date income was received in the DATE PAID field.

        The work hours in the HOURS field.

        The gross income for each pay date in the GROSS AMOUNT field.

        Ensure to copy details into the next month.

    2) For the interview month, establish a new 30-day income period to include any paychecks already received by the participant in the interview month. Key *all* of the following to project the income for ongoing months:

        The Income Type Code in the INC TYPE and the SUB TYP field as needed.

        The Income Frequency Code in the FREQ field.

        The pay dates in the DATE PAID field.

        The work hours in the HOURS field.

        The gross income for each pay date in the GROSS AMOUNT field.

        Ensure to copy details into the current system month and leave the same income keyed for ongoing months.

Prior Policy

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