

## .04 Procedure: Budgeting Odd Jobs



This section provides information about procedures for budgeting odd jobs.

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### Procedures

For new and renewal applications, use the income received in a 30-day income period without converting the income to a monthly amount.

For a participant who performs odd jobs occasionally, irregularly, or infrequently budget the participant's income as actual income.

Budget actual income using the appropriate budget month or income period when **any** of the following apply:

- Income is received with no established frequency.
- The frequency is unpredictable.

NOTE When a participant works for themselves and not an employer, see [self-employment](#) for more information.

Documentation must support determinations of eligibility and benefit level. Documenting in sufficient detail includes **all** of the following:

- Ensure that any reviewer can assess whether the determination is reasonable and accurate.
- Include specific information regarding the reason for how the income is budgeted.

(See [Income Documentation Requirements](#) for more information about documentation.)

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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### AZTECS Keying Procedures

Income received occasionally, irregularly, or infrequently, key **all** of the following on EAIC or UNIC:

- The appropriate Income Type Code in the INC TYPE field
- The income SUB TYP code as needed
- OC in the FREQ field
- Date the income is received in the DATE PAID field
- The gross amount of each paid date in the GROSS AMOUNT

NOTE When a participant has received more than eight paychecks during the income budgeting period, manually total the gross income and hours before entering the income into AZTECS.

[Prior Policy](#)

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