

02 **Unearned Income - Overview**

REVISION 48
(01/01/20 - 12/31/20)

Unearned income is income received from sources other than any of the following:

- [Employment Income](#)
- [Self-Employment Income](#)
- [Nonmonetary or In-Kind Income](#)
- [Educational Income](#)

When determining eligibility for new applications, [verify](#) all gross income received from any source prior to approval.

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

The source of the income determines whether the income is countable or not countable.

Give [special consideration](#) to the income of a participant whose needs are not included in the budgetary unit.

When income of one or more [participants\(g\)](#) and a [nonparticipant\(g\)](#) are combined into one payment, identify each participant's share of income using the [verification process](#).

When each participant's share of income cannot be identified through the verification process, complete the following:

- Divide the gross income equally between the number of participants and nonparticipants for whom the income is intended.
- Count the resulting amount as each participant's share of income.

Policy and procedures regarding budgeting unearned income are outlined as follows:

- [Child, Medical, and Spousal Support](#)
- [Budgeting Support Payments](#)
- Budget all other unearned income according to its specific type. See [Unearned Income Type](#).
- Unearned income retained by a participant for a nonparticipant. See [Third Party Beneficiary Payments](#)

Key unearned income on UNIC using the Unearned Income Code that applies to the [Unearned Income Type](#).

NOTE Key all unearned income, even when the unearned income is not countable.

See treatment of [unearned income changes](#) for policies and procedures.