

.04 30 Days for Reported Changes

Income is budgeted based on the gross income received 30 days prior to the date of the change report. Start counting day one of the 30-day period as the day before the reported change.

When 30 days of income history is available, request verification of gross income for the 30 days prior to the date of the change report.

When 30 days of income history is not available, request verification of gross income from the start date of the 30-day period.

The 30 days prior to the day before the reported change for any month can be determined using the [AZTECS Monthly Production Schedule](#) (AMPS) as follows:

- Use the Income Request Period Calendar (mm) in AMPS for the appropriate month.
- Locate the date of the reported change in the INTERVIEW DATE column.
- Locate the date that displays in the 30 DAYS PRIOR column next to the date of the reported change. This is day 30 of 30 days of the most current information.

When income is received on the date of the change report, and the participant voluntarily provides verification of income, day one of the 30-day period is the date of the change report.

The 30 days of the most current information for each month in this situation can be determined using AMPS as follows:

- Use the Income Request Period Calendar (mm) in AMPS for the appropriate month.
- Locate the date of the change report in the INTERVIEW DATE column.
- Advance to the next day in the column to locate the day after the date of the change report.
- Locate the date that displays in the 30 DAYS PRIOR column next to the day after the date of the change report. This is day 30 of the 30 days of the most current information.