

A Projecting Income Overview

REVISION 47
(01/01/19 - 12/31/19)

Projecting income is predicting future income using recently received income that is expected to continue.

Request, verify, and review the participant's income received during the prior 30-day period to determine the income that is reasonably certain to be received during the approval period. (See [Income Verification](#))

NOTE When contact is made with an employer after an interview has been completed on a pending application, attempt to verify and budget all known income received up to and including the date of the current contact. (See Example [Contact to employer after interview.](#))

When projecting income, all checks that have been received in the [budget month\(g\)](#) must be used in that month. When budgeting for ongoing months, do not use a check that does not reflect the participant's ongoing income because the check is a [High or Low Check\(g\)](#). (See [Full Month's Income Has Been Received](#))

NOTE Verify differences in pay, including overtime and bonuses. When the check includes overtime or a bonus that will not continue, do not use that check for budgeting ongoing months.

When a zero pay period is expected to continue or is received in the budgeting month, see [Zero Pay Period](#) for AZTECS keying procedures.

Do not use the past income as an indicator of projected ongoing income when one or more of the following occurred or can be expected during the approval period:

- One or more semi-monthly checks do not represent the participant's ongoing income. (See [Received Semi-Monthly](#))
- An increase or decrease in the number of hours worked during or after the application month. (See [Changes in Hours Worked](#))
- An increase or decrease in the rate of pay during or after the application month. (See [Changes in Rate of Pay](#))
- There are no recent checks that are normal and are expected to continue. (See [Anticipating Income](#))

- The income was terminated. Only budget the income for the month received and remove it for ongoing months.

WARNING

Documentation must support determinations of eligibility and benefit level. Document in sufficient detail to ensure that any reviewer can assess whether the determination is reasonable and accurate. Include specific information regarding the reason the income is determined to be normal. (See [Income Documentation Requirements](#))

ARCHIVED (Valid until 11/23/20)