

## .02 Budgeting Contract Income - Received More Frequently Than Monthly

When contract income is received more frequently than monthly, complete ALL of the following:

- For CA or FS, [prorate](#) the income by keying the following on EAIC:  
OA or OF in the INC TYPE field.  
MO in the FREQ field.  
The number of months the contract is intended to cover in the NUMBER OF PERIODS field.  
The gross income specified in the contract in the GROSS AMOUNT field.

### WARNING

Income received from an annual contract in a period of time shorter than one year MUST be prorated over a 12-month period. When the contract is an annual contract, key AN in the FREQ field and leave the NUMBER OF PERIODS field blank.

- For MA, [project](#) the income using the appropriate [30-day period](#) by keying the following on EAIC:  
OM in the INC TYPE field.  
The [Frequency Code](#) in the FREQ field.  
The number of hours worked per pay period in the HOURS field.  
The gross income received per pay period in the GROSS AMOUNT field.

NOTE For a case containing CA, FS, and MA, three separate income types must be processed.