

F Budgeting Contract Income - Overview

REVISION 26
(10/01/13 – 12/31/13)

When the contract does not provide clear information on how the participant is paid, it may be necessary to complete one or both of the following to determine how to budget the income:

- Request additional verifications.
- Ask the participant additional questions. The following are examples of questions that may assist the worker:
 - Is the participant paid only for the number of hours worked?
 - Is the participant guaranteed to receive the full amount listed in the contract regardless of how many hours worked?
 - Is the participant paid for overtime or differential pay?
 - Is the participant paid a lump sum payment at the start, end or anytime during the contract period?
 - Is the participant paid when the school is not in session?

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

- [Prorated Over a 12-Month Period](#)
- [Received for Specified Period of Time](#)
- [Received Hourly or by Piecework](#)