

## B Prorating Educational Income and Expenses

Prorate educational income and expenses as follows:

- When the income and the expenses are for the SAME months, **AZTECS** completes the following:  
Subtracts the total expenses from the total income  
Prorates any remaining income over the months it is intended to cover
- When the income and expenses are for DIFFERENT months, complete the following steps:  
Divide each income by the number of months it is intended to cover.  
Divide each expense by the number of months it is intended to cover.  
Subtract the total monthly expenses from the total monthly incomes.  
(See Example [Budgeting Educational Income](#))
- Prorate educational income including earned income, unearned income, or educational expenses that are intended to cover more than a month.

NOTE Set an alert on EWAL when any income or expense must be removed or changed.

- The period begins with the month containing the first day of the intended period, and extends through the month containing the last day of the intended period.

NOTE The period range limit in **AZTECS** is from 01 to 60.

Budget income beginning with the month in which the total, or the first payment is received or is expected to be received. Document the [case file\(g\)](#) with the reason for the date selected.

When the educational income is received after the period it was intended to cover, consider it a lump sum when received. (See [Lump Sum – Liquid Assets](#))

When income is received after the beginning of the period it is intended to cover, but before the end of that period, complete the following steps:

- Prorate the income over the period it is intended to cover.
- Budget the income for the remaining months of that period.
- Do not count the prorated amount from prior months.