

## B Income Verification

**REVISION 46**  
(01/01/18 - 12/31/18)

Determine eligibility according to the budgetary unit's income. (See [Earned Income Overview](#), [Unearned Income Overview](#), and [Verification process](#))

Income verification must be requested for NA when income is reported on a renewal application or change report and any of the following apply:

- The source of the income has changed
- The income is questionable or unclear
- The reported income amount has changed by \$51 or more
- The previous verification in the case file is more than 59 days old

Budget the actual income already received by the budgetary unit during the month of application and any income reasonably certain to be received during the approval period. Do not budget income when it is not reasonably certain to continue.

Use the income received during the past 30 days or longer as an indicator of the income that is and may be available to the budgetary unit during the approval period.

Project income (See [Projecting Income](#)) when it is reasonably certain that the participant will receive a specified amount of income during any month of the approval period.

The amount of income or when the income will be received may not be able to be determined. When this occurs, do not budget the portion of the participant's income that cannot be reasonably certain to be received.

### **WARNING**

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

Guidelines to determine the income that is reasonably certain to be received by the participant include, but are not limited to, the following:

- Review the income verification the participant provides and the amount reasonably certain to be received for the upcoming approval period.
- When the participant is unable to provide an estimate of the income that is reasonably certain to be received, on the application or change report, request additional information.
- When the participant is unable to estimate ongoing income with assistance, based on the verification provided and discussion, contact the employer or the source of income.
- When income received during the past 30 days is not enough to determine projected income, consider prior income received by the participant. The additional income may be used as an indicator when it provides a more accurate indication of the income expected to be received.