

C New Source of Income Verification

Consider income to be from a new source, when either of the following apply:

- The participant is conducting work for the first time for the source
- The participant is rehired by a terminated source

WARNING

The following scenarios are not considered new sources of income:

- The participant changes jobs but works for the same employer.
- The participant is on a leave of absence and returns.
- The participant is on maternity leave and returns.

Verify all the following, when the participant reports a new source of income:

- Name, address, phone number of the source
- Date the participant first received or anticipates receiving the income
- [Frequency of income](#)
- Day of the week paid, and dates income is received and scheduled to be received
- Pay period end dates
- Gross amount of income received, and amounts anticipated to be received
- Hourly wage
- Hours worked and anticipated to be worked
- Extra income, such as bonuses, tips, overtime

To budget a new source of income, See [Budgeting Income - Overview](#).