

[REVISION 48](#)  
(01/01/20 – 12/31/20)

Consider income to be from a terminated source when it meets both of the following conditions:

- Has been or is expected to be received in the benefit month being determined
- No further income is expected to be received in any following month

**WARNING**

The following scenarios are not considered terminated sources of income:

- The participant changes jobs but works for the same employer. This includes participants who are employed through a temporary employment agency.
- The participant is on a leave of absence, including maternity leave, and it is verified that employment is not terminated.

When a terminated source of income is reported, or when [HOSC](#) displays income in the two calendar quarters prior to the date HOSC is accessed, complete the following:

- Review the [case file\(g\)](#) to determine if the terminated source of income has been verified.
- When verification of the terminated source is not in the case file, verify the following:

Date of termination.

Reason the income terminated. (See, [Voluntary Quit and Striker](#))

Gross amount and date of last income received.

Gross amount and dates of [leave pay](#) received after the participant terminated employment.

NOTE Verification of the last gross amount is required only when the income is counted in the budget month being determined.

When the verified income is received prior to the benefit month, ensure that no income is displayed from that terminated source for the benefit month being determined.

When the verified income is received in the benefit month being determined and is not expected to be received in any following months, see the following:

- A [full month's income](#)
- [Less than a full month](#) of income

ARCHIVED (Valid until 03/30/20)