

05 ***Earned Income Verification - Overview***

The participant has the primary responsibility for providing income verification. Assist the participant in obtaining verification when the participant has difficulty obtaining the verification within required time limits. (See [Three Step Verification](#))

Prior to approval or renewal, verify all gross income of the budgetary unit using the three step verification process.

NOTE When unable to verify income at the interview, have the participant complete a Participant Statement Verification Worksheet (FAA-1111A). (See [Participant Statement](#))

Policy and procedures regarding verification of earned income are outlined as follows:

- [Sources of Earned Income Verification](#)
- [30-Day Period Verification](#)
- [New Source of Income Verification](#)
- [Terminated Income Verification](#)
- [Contract Income Verification](#)
- [In-kind Income Verification](#)

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