

07 Changes in Earned Income

REVISION 45
(01/01/17 - 12/31/17)

During the [application process](#), the budgetary unit is required to report changes in earned income.

After approval, the budgetary unit must report changes based on one of the following assigned reporting requirements:

- [Standard Reporting](#)
- [Simplified Reporting](#)

A Educational Income and Expenses Changes

Information and verification may be received indicating a change in the monthly educational income or expense. Recalculate the educational income or expenses for the entire period over which they are intended to cover. Complete the following:

- Remove the specific educational income on UNIE.
- Key the new income, expenses and period fields on EDWO.
- **AZTECS** budgets the new prorated amount for the benefits not yet paid.
- Do not initiate overpayments or restored benefits.
- Send the appropriate notice to the **PI**.

07 **Changes in Unearned Income**

REVISION 48

(01/01/20 - 12/31/20)

During the [application process](#), the budgetary unit is required to report changes in unearned income.

After approval, the budgetary unit must report changes based on one of the following assigned reporting requirements:

- [Standard Reporting](#)
- [Simplified Reporting](#)

For NA, [income verification](#) must be requested when a change in income is reported on a renewal application, change report, or [data match](#) 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