

Topic	Financial Eligibility Determination	ID #	16.10-25.03
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1. Acceptable Forms of Income Verification

- a. All income, including fixed income, for the family or individual must be documented at the time of application and at each redetermination. Caution: Fixed income must be verified along with other income, for all services requiring verification. The income will be either declared or verified according to the method of eligibility determination used.
- b. Income verification must show proof of current and representative income. Current income is defined as income received within the past thirty (30) day period of the CSBG application date.
 - i. Paycheck Stubs: Current paycheck stubs (determine the period covered by the check and whether it is representative of usual pay) showing at least thirty (30) days' worth of pay. If current income is not representative of usual pay, agencies are encouraged to use year-to-date amounts. When a year-to-date amount is not available, it is acceptable to use thirty (30) days' worth of consecutive paycheck stubs from the period beyond thirty (30) days, as long as the reason is clearly documented, and the period used is reasonably determined to be the most representative of annual income.
 - ii. Court Orders: Current Copies of court orders or legal documents.
 - iii. EBMS: If every household member listed on the CSBG application is accounted for in EBMS under the same address, then EBMS can be used to verify the household income, regardless of the number of different cases. EBMS can only be used to verify household income if every household member is listed in EBMS and is listed under the same address on the Application Entry Individual Demographics (Personal Demographic Details page/ Person Demographic Summary) EBMS screen. All income verification used from EBMS must fall within the current income timeframe (having been verified within the last twelve months.) Subgrantees must print off all applicable EBMS screens for unearned (Unearned Income Details/Unearned Income Summary) and earned income (Unearned Income Details/Unearned Income Summary & Self Employment Details, Self-Employment Joint Ownership, Self-Employment Schedule C, Self-Employment F, Self-Employment Summary). The Eligibility

Determination Results Budget and Calculation pages can only be used if there is one household member listed in EBMS.

- c. Each individual income verification must identify the applicant by either his/her name and/or Social Security Number.
 - i. Zero Income: It is necessary to obtain confirmation when a household unit has zero income. A current employer separation letter is acceptable when verifying zero income (within 30 days). Any household member eighteen (18) years and older claiming zero-income must have a Self-Declaration of Zero Income Statement signed by the Head of Household. All eligible entities will use the self-declaration statement even if household members are listed in EBMS or provide a current employer separation letter.
- d. After all avenues of documenting zero income are exhausted, a written self-declaration is permissible.
 - i. Statements of relatives and friends should be used only when other sources of verification are not available. All such documentation when considered as a whole, must be reasonable and clearly indicate how the household is surviving without any cash income. Gifts of cash or in-kind contributions (food, clothing, etc.) are not considered as cash income. However, in documenting a household's zero income status, all gifts (cash or goods to meet necessities) must be documented with a statement of support and placed in the applicant's file.
 - ii. The statement of support is a written document that must be attached to all applications for assistance by zero income households. The statement of support must be signed by the applicant and the support person who is supplying the information. It must describe the kind of support provided and indicate the relationship between the support person and the applicant.
 - iii. The support statement should verify that the supporting person(s) have not received assistance claiming zero income. Agencies may require additional documentation and verification from support person as to the ability to provide support to multiple households. Agencies that are requiring additional verification must do so consistently for all applicants without bias.

2. Calculation of Income

- a. Current income is defined as the total income received by the household within the past thirty (30) days of the CSBG application date. Agencies using a client information system (CIS), will auto-calculate all bi-weekly income. In the event of your CIS being offline, or an agency is using another system, income will be calculated as follows:

- i. If payments are received weekly, multiply the weekly average by 4.33, and round to the nearest cent.
 - ii. If payments are received bi-weekly, multiply the bi-weekly average by 2.16, and round to the nearest cent
 - iii. If payments are received semi-monthly, the semi-monthly average multiply by 2
- b. Unemployment Income
- i. For purposes of determining eligibility for recipients of unemployment income, divide the maximum benefit by 12 to arrive at the monthly income. Proper documentation must be placed in the client file.
- c. To determine income, utilize the following inclusions and exclusions:

Cash Receipts Include:

- Wages and Salaries before any deductions
- Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses). Refer to Verification of Income section.
- Regular payments from social security*, TANF, railroad retirement, unemployment compensation, strike benefits from union funds, workers compensation, veteran's payments, training stipends, alimony, child support, and military family allotments or regular support from an absent family member or someone not living in the household
- Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments
- Foster care payments for children and adults
- Dividends and/or interest
- Net rental income and net royalties
- Periodic receipts from estates or trusts; and
- Net gambling or lottery winnings
- Black Lung benefits will be considered income except for the first \$20 of each monthly benefit.

Note: Medicare premiums for SSA are not excluded. The gross amount of Social Security Benefits is counted.

Exclusions:

The following Cash Receipts are not considered sources of income for the purposes of determining applicant eligibility:

- Utility allowances provided to public housing and Section 8 tenants
- Capital gains
- Any assets drawn down as withdrawals from a bank
- Money received from the sale of a property, house, or car;
- One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
- Tax refunds;
- Gifts, loans, or lump-sum inheritances
- One-time insurance payments, or compensation for injury;
- Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
- Employee fringe benefits, food, or housing received in lieu of wages
- The value of food and fuel produced and consumed on farms;
- The imputed value of rent from owner-occupied non-farm or farm housing;
- Federal non-cash benefit programs such as Medicare*, Medicaid, Supplemental Nutrition Aid Program (SNAP), school lunches, and housing assistance;
- Earned income for a child under the age of 18
- Payments to Vista volunteers
- Income received under Title V of the Older Americans Act
- Education benefits received under the GI Bill
- The value of childcare paid by the Department of Human Services and received by client households and;
- Combat zones pay to the military
- Foster Grandparent Payments

Note: Medicare premiums for SSA are not excluded. The gross amounts of Social Security Benefits are counted as income.