

Income Verification and Research

This session will provide some updates to how Eligibility Specialists research and verify income.

Goals:


- ❖ Determine when BASI is checked
- ❖ Explain when further research on BASI may be needed
- ❖ Identify what verification can be used for wages

Benefit Account Status Inquiry (BASI)

Eligibility staff use BASI to verify employment history. It is a helpful tool to clarify information. It also is a challenge to workers to identify how the information should be used.

BASI Information

- One, two, or three quarters behind the current quarter.
- Use it as a comparison to what has been reported by the applicant.
- Use it as a tool to identify possible discrepancies.



*Check BASI for all
LRPs in the
household*

New BASI process

Compare the information to what has been reported by the applicant

Look for any questionable information such as:

- consistently working 2 jobs
- wages considerably higher than reported but same employer

If any questionable information found, contact the applicant and request clarification of information found

Note: Information should be requested via a notice if unable to reach the applicant by phone

If information on BASI is consistent with what is reported on the application, and questionable information is resolved.....



Use the client statement of income reported on the application to determine eligibility

BASI is not used as our verification; it is just used as a tool to confirm the accuracy of what is reported on the application. If hard copy verification has not been provided – AND – BASI is consistent with the income on the application – use the income on the application.

The application must only be pended for income when a discrepancy is found or the family has requested prior medical assistance.

Hard copy verification of income should always be used as the primary source of income verification, when it is available.

Actual income verification is always required for determining prior medical eligibility.