

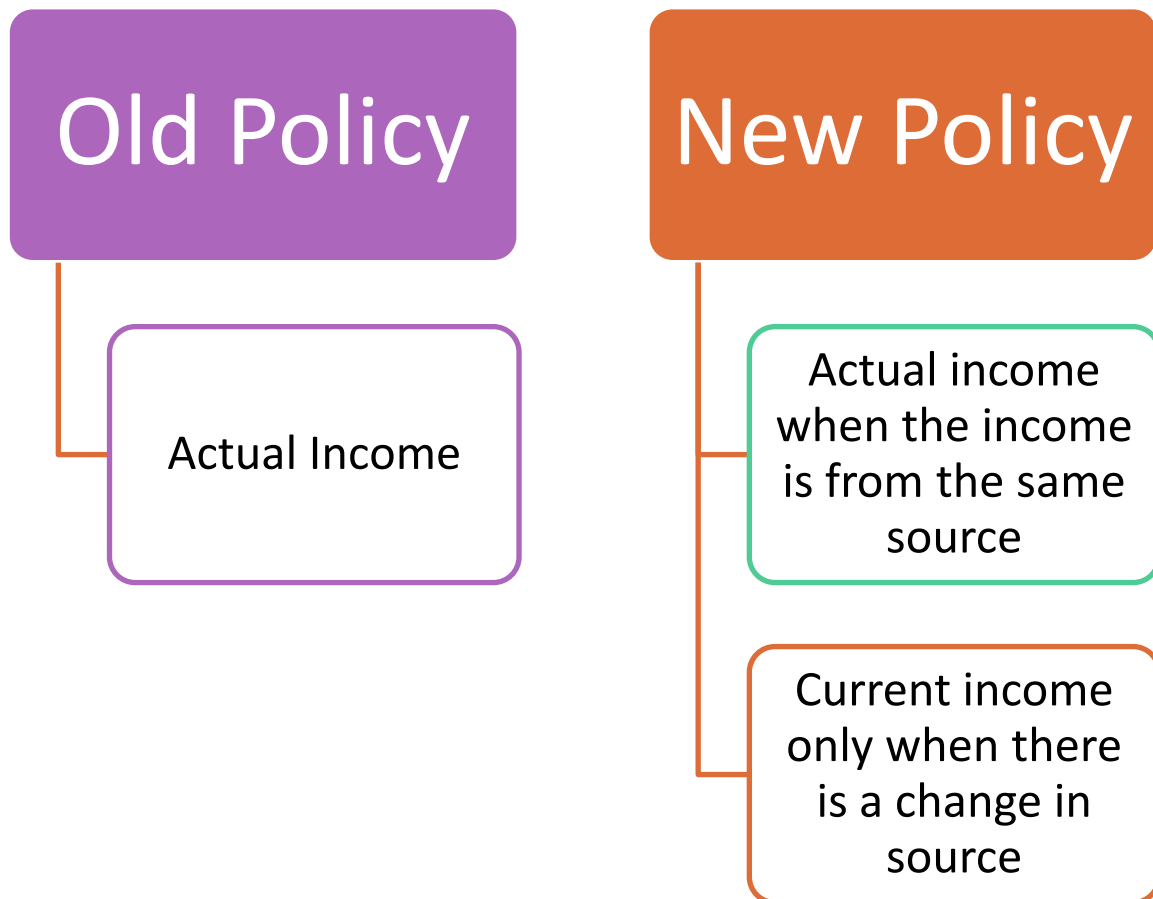
Non-Representative Income

This session explains a change in the policy regarding budgeting of non-representative income that is received in the month of application.

Goals:

- ❖ Identify a change in income in the month of application
- ❖ Define 'same source' and 'change in source'
- ❖ Differentiate the budgeting methods for each type of non-representative income

Income in the month of application is non-representative



What does 'same source' mean? What does Change in Source mean?

Definitions

Same Source	Change in Source
<p>If the applicant has had a change in their income in the month they apply, but they still have the same employer – this is considered the 'same source.'</p>	<p>If the applicant has had a change in jobs, lost their job, started unemployment, or ended unemployment in the month that they apply – this is a change in the source of income.</p>

Non-representative Income - Same Source

When the income in the month of application is non-representative, but the consumer has had no change in the source of their income – actual income should be used.

Obtain income verification for every check received in the month and use the total actual income to determine eligibility.

If the month is not yet over, you'll need to project how much the consumer expects to receive in the month. Some discretion is given to Eligibility Specialists in making this kind of budgeting decision.

Non-representative Income – Change in the Source

When the income in the month of application is non-representative, and the consumer has had a change in the source of their income – we'll only need verification of their new income.

It won't be necessary to obtain income verification from an old job, or to use any income verification from a source that is no longer current.

The income will be budgeted by converting the income from the new source to determine a representative monthly amount.

Do not request income verification from an old job, or source of income that is no longer current.

Example 1

Marcia applies for medical coverage on January 29th for her three children. She is employed, but reports that one of her kids has recently been sick and she missed work for the last 4 weeks. Because of this, her income has dropped dramatically.

The worker identifies that this is considered non-representative income in the month of application, because the wages in January are so much lower than other income.

Marcia hasn't had a job change; she is still working for the same employer.

**Same Source
(Actual)**

**Change in Source
(New Income only)**

Because the income is from the same source, actual income will be used.

January 8th - \$245.00, gross wages

January 22nd - \$175.00, gross wages

\$245.00 + \$175.00

=

\$420.00

actual income

Example 2

Jack applies for medical coverage on December 10th for his two children. He was employed at a manufacturing company, but just recently got laid off. His last day at work was on November 18th, and he received his last paycheck on December 4th.

He has applied for unemployment, but is still waiting for a determination.

The worker identifies that this is considered non-representative income in the month of application, because the consumer lost his job and received his last paycheck in the month he applied.

**Same Source
(Actual)**

**Change in Source
(New Income only)**

Because there has been a change in the source of income, the old income is not requested. Only the current income situation is used in the determination.

Because unemployment has not been approved, the applicant currently has \$0 income.

**\$0
monthly income**

Example 3

Layton applies for medical coverage on January 29th for his three children. He is employed, but reports that he just changed jobs. He was employed with Jackson-Marshall Roofing Company until January 6th and received his last check on the 8th. On January 11th, he started a new job at Office Depot. He is paid weekly and received his first check on January 22nd.

The January 22nd paystub is the only stub submitted with the application.

The worker identifies that this is considered non-representative income in the month of application, because there has been a change in jobs.

**Same Source
(Actual)**

**Change in Source
(New Income only)**

Because there has been a change in the source of income, the old income is not requested. Only the current income situation is used in the determination.

January 22nd - \$380.00, gross wages

**\$380.00 weekly
X 4.3 =
\$1634.00
monthly income**

Example 4

Janelle applies for pregnant woman coverage on February 23rd. She gave birth on February 1st. Her husband is employed, but took two weeks off from work, so he could help at home with their new baby. Because of this, he did not receive a paycheck on February 12th or 19th.

The worker identifies that this is considered non-representative income in the month of application, because they had a drop in wages in February.

Janelle's husband hasn't had a job change; he is still working for the same employer.

**Same Source
(Actual)**

**Change in Source
(New Income only)**

Because the income is from the same source, actual income will be used.

February 5th - \$400.00, gross wages

February 26th - At the time of application, this paycheck had not yet been received. The worker confirms with Janelle that her husband also expected to make \$400 on the check that he'd receive on February 26th.

\$400.00 + \$400.00

=

\$800.00

actual income