

INCOME EARNED

WAGES, SALARIES AND CONTRACTUAL INCOME

When determining eligibility for a prospective period, the local district estimates the A/R's future income. When the A/R's income is constant or salaried, one (1) pay stub within the past four (4) weeks is acceptable as an overall representation of income. If the A/R's income varies, the A/R's wages for the four (4) weeks immediately preceding the application are averaged. If the A/R received an exceptionally high or low payment during this period, that payment may be disregarded. When the A/R cannot supply documentation, the social services district can accept other forms of information, which it determines will verify the wages earned.

When the A/R is paid a salary for labor or services provided over a period greater than one month, the salary is broken down to determine monthly income.

When to Verify: When the A/R indicates that s/he is employed.

When the A/R indicates that s/he was employed in the recent past.

When the Resource File Integration (RFI) reports indicate that the A/R has income.

If the A/R indicates that he/she lost or changed jobs in the last three months and provides his/her former employer's name, even if this information still appears on the RFI system, the Idss must accept the information on the application and not require additional documentation (e.g. Employment Verification form, LDSS-3707) from the former employer to prove loss of employment.

Documentation: Sufficient to establish an audit trail:

- The pay stubs; pay checks; or a written statement from the employer;
- In the event the A/R does not have pay stubs or receive pay checks, Attachment IV to 10 OHIP/ADM-05 is used, "Verification of Employment" and is sent to the A/R for him/her to give to his/her employer to complete;
- The A/R's income tax return, W-2 form, or records of bank deposits may be used; or
- When an A/R indicates that he/she is paid in cash because he/she is paid "off the books" and his/her employer refuses to provide a statement of wages, the Self-Declaration of Income form (10 OHIP/ADM-05 Attachment V) must be filled out by the A/R.