

**DEPARTMENT OF
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DATE: October 24, 2012

TO: All SNAP Policy manual Holders

FROM: Tammy Poppe, SNAP Policy Specialist

SUBJECT: Bulletin SNAP - 94

Place this bulletin at the beginning of SNAP 601-1

SECTION: Eligibility and Benefit Determination

SUBJECT: Prospective Budgeting

EFFECTIVE DATE: November 5, 2012

INTRODUCTION: As part of the HCSD Service First vision, the TANF, SNAP and Medicaid policy specialists have been working to align policies whenever possible. The implementation of CHIMES EA has given an opportunity to align SNAP with TANF and Medicaid policy in regard to income budgeting methodology.

POLICY CHANGE: Actual income is used in the month of application when all pay dates occur prior to the date of application.

A combination of actual and anticipated methods is used for the same income source for the month of application when one pay date has occurred, but there is additional pay date(s) after the date of application. Actual income will be used for the pay date(s) that occurred prior to the date of application and anticipating method is used for the additional pay date(s).

Example: Application Date: 9/20/2012
 Job start: 8/3/2012
 Worksheet Start: 08/01/2012
 Worksheet End: 09/30/2012
 Paid: Bi-weekly
 Payments Received:
 8/17/12 - \$800

8/31/12 - \$750

9/14/12 - \$800

The September budget will use the actual income received on 9/14 (\$800) and will anticipate the amount of the missing 9/28 paystub by averaging the 3 available paystubs 8/17 \$800 + 8/31 \$750 + 9/14 \$800 = \$2350/3= \$783.33 and then average and factor.

9/14 \$800 (actual payment) + 9/28 \$783.33 (anticipated payment) = \$1583.33 / 2 = \$791.67 x 2.15 = **\$1702.08 for 9/2012**

The October budget will average the 3 available paychecks and factor.

8/17 \$800 + 8/31 \$750 + 9/14 \$800 = \$2350 / 3 checks = \$783.33 x 2.15 = **\$1684.17 for 10/2012**

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE.
UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS,
PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST.