Session 4: Module 9 - Demographics - Income Part 6 - No/Unavail	
FINAL	
Description	**Text**
1. Introduction	**Welcome** to M-SPIRIT **Session 4, Module 9** of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Income – Part 6
3. No	Zero Income
4. No1	Occasionally, there are instances where participants currently do not have any income at all.
	This is a pretty rare occurrence.
	When it does occur, be sure to ask probing questions about where they are living, who is paying rent and who is providing for food and daily necessities.
5. No2	If they are living with someone, that family's income could be counted as income, depending on the answers supplied to your questions.
	Anyone with zero income must be referred to all appropriate assistance agencies in the area and that referral must be documented in the participant record.
	You are to issue only one month of WIC benefits and schedule an appointment for the following month.
	At that appointment, check the participant's financial eligibility again. They may now have an income.
6. <no1>	Katie Didd doesn't work and her husband lost his job a couple of months ago.
	Her doctor told her about WIC but she isn't going to apply for any other type of assistance.
	Open the Income Calculator.
7. <no2>	...adjusting view of screen...
8. <no2A>	<no script>
9. <no2B>	<no script>
10. <no2C>	<no script>
11. <no2D>	<no script>
12. <no3>	Click the Add Item button.
13. <no4A>	Katie's current household income is zero.
	We could pick any Payment Frequency, but since Monthly is the default, click into the Amount per Month field.
14. <no5>	Enter $0 into the Amount per Month field and click the Proof of Income drop-down arrow.

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15. <no6>	Click on the white area under the blue Proof of Income scroll bar to see the other proof options.
16. <no8>	The only option you can select so that M-SPIRIT will accept a zero income value is Affidavit.
17. <no9>	Any option other than Affidavit will cause the following message to appear after you click the OK button: "You must enter an income amount greater than zero."
	...and the system will not allow you to save the zero income.
18. <no10>	Select Affidavit.
19. <no11>	<no script>
20. <no12>	Click the OK button to save the zero income record.
21. <no13>	Double-click into the Household Size field.
22. <no14>	To meet the income guidelines, a pregnant woman may count her unborn baby as a household member if necessary.
	Enter 3 and click the OK button to save the record.
23. <no15>	Click the OK button to exit the Demographics screen.
24. <no16>	Whenever you save a zero income record you must document the information provided by filling out the Zero Income Statement and scanning it into the participant folder.
	Remember, you can't scan from within the CGS.
	Close the CGS using the Close Certification icon.
25. <no17>	Minimize the M-SPIRIT Clinic application so you can see the desktop.
26. <no18>	Open an internet window by clicking on the e in the task bar.
27. <no19>	Watch while we access the Zero Income Statement by going to wic.mt.gov then...
	We'll click on Local Agencies...
	Then we'll scroll down and click on Clinic Admin Forms under Resources...
	After we scroll down, we'll click on Zero Income Statement to display it.
28. <no20>	You can print the Zero Income Statement by clicking on the Printer Icon or selecting Print... from the File menu, or ...
	You can use a laminated copy of the form.
	Let's take a closer look at the Zero Income Statement.
29. <no21>	In the top part of the Zero Income Statement, the participant enters her name and states how she is paying for housing,

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	food, and utilities.
	Katie and her family are currently using their savings.
	Now let's look at the bottom half of the Zero Income Statement.
30. <no22>	In the bottom part of the Zero Income Statement, the participant signs and dates the form, which means she acknowledges that she is subject to disqualification from the Montana WIC Program if she has presented any false information.
	The WIC Staff member witnessing the signing of the Zero Income Statement must also sign and date the form.
31. <no23>	Now that Katie has completed the Zero Income Statement, redisplay Katie's file by clicking on the button with her name.
32. <no24>	We now want to scan the completed Zero Income Statement into Katie's folder.
	Click on Document Imaging.
33. <no25>	Click on Scan a Document.
34. <no26>	<no script>
35. <no27>	Let's say that we have loaded the Zero Income Statement into the scanner, so it's ok to scan it. Click on OK.
36. <no28>	<no script>
37. <no29>	Click on the Document Type down-arrow.
38. <no30>	Click in the white area below the blue scroll bar to see more document types.
39. <no31>	Click on Zero Income Statement.
40. <no32>	Click on OK.
41. <no33>	We will enter Zero Income Statement into the Comments field.
42. <no34>	Click on OK.
43. <no35>	You will be told that the document has been successfully scanned. Click on OK.
44. <no36>	To verify that the document scanned clearly, click on Document Imaging.
45. <no37>	Click on View Scanned Documents.
46. <no38>	<no script>
47. <no39>	Click on View Document.
48. <no40>	The document is readable, so...
	Click on the File Menu icon.

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49. <no41>	Click on Close.
50. <no42>	<no script>
51. <no43>	Click on Close.
52. <no44>	Click on the Certification icon to return to the CGS.
53. <no45>	You can now continue with Katie's certification.
54. No1	In summary, a participant claiming zero income must read, fill out, sign and date the Zero Income Statement. A laminated copy of the form may be used.
	The clinic witness must also sign and date the Zero Income Statement.
	Once the form is completed, you must scan the statement into the participant folder.
	If you printed the form instead of using a laminated copy, destroy the original or give it to the participant.
55. NoProof1	Income – Proof Unavailable
56. NoProof2	Montana requires proof of income in all cases unless…
	A participant is adjunctively eligible or is a tribal member of the WIC agency's tribe.
	In those two cases a participant may self declare income without providing proof.
	Otherwise, the participant must have proof of income at the time of certification.
57. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.