



## TANF 500 Income Overview

**Supersedes:** TANF 500 (1/1/09)

**Reference:** ARM 37.78.208, .402, .406, .407, .415 and .416

**Overview:** To accurately assess financial eligibility throughout the determination period, an investigation of the household's current and future circumstances must occur. The investigation will determine the most likely situation based on reasonable expectations and knowledge provided by the household and other sources.

Income is divided into two categories:

1. Earned income; and
2. Unearned income.

### **AVAILABLE INCOME:**

All income, even if it is excluded per policy, must be entered on CHIMES. Case notes must document how the income was derived.

Income or money obligated to the household from any source, even if it is diverted to an entity outside the household, is considered available to the household. Income is considered available both when actually available and when the applicant/client has a legal interest in it and the legal authority to make the income available for support and maintenance.

Households are required to apply for all available countable benefits and/or access all available countable income that they may be eligible for or entitled to receive. The household must make application for the countable benefits and/or access the countable income, even if they would prefer to wait and do so at a later time.

If the amount of the available benefits or income can be determined, it is counted toward eligibility as if received. If the amount cannot be determined, or the household fails/refuses to apply for or access the benefit or income, the case is to be closed or the application denied as there is not sufficient information to determine financial eligibility.

### **COUNTING INCOME:**

When non-self-employment income is expected to be received on a monthly basis, but for some reason is not, the amount received can be prorated over the period of intended use. The option to prorate must be given to the household and their decision clearly documented in case notes.

When income is not expected to be received monthly, the payment must be counted when received.

Income, earned income deductions, and household size of the individuals below will be evaluated as follows:

1. Disqualified
  - a. Count income in full
  - b. Allow earned income disregards
  - c. Individual not included in the household size
2. Deemed
  - a. 'Deem' income to remaining household members
  - b. Allow deemed income disregards
  - c. Individual not included in the household size
3. Ineligible
  - a. Count income in full
  - b. Allow earned income disregards
  - c. Individual included in the household size

**VERIFYING INCOME:**

Income must be verified at application, redetermination and when transitioning to the TANF Post-Employment Program (PEP). The applicant/client's written or verbal statement alone is not acceptable; documentary evidence is the primary verification source.

Households have the primary responsibility to provide income verification. OPA staff will assist the household in obtaining verification provided the household is cooperating with the verification process.

**Effective Date:** January 01, 2018