

Earned Income Screen:

If there is no earned income, skip the earned income review.

Earned Income	Agree	Disagree
Budgeting Method	☐	☐
Frequency	☐	☐
Calculated Income Amount	☐	☐
Verification	☐	☐
Documentation	☐	☐
Earned Income Correct?	☐	☐

Earned Income Discrepancy (highlight all that apply)
No documentation of income verification/budgeting
Income budgeting not supported by verification
Calculated income does not match documentation
Math error in budgeting income
Verification needed but not requested timely
Budget method incorrect
Countable income excluded
Incorrect treatment of income
Old Income used in benefit calculation
Pay stub misread
Tip income not included
Self employment business expense not used/ incorrect
Excluded income counted
Ineligible HH member – incorrect proration
Net income used instead of gross income
Unearned income budgeted as earned income

Unearned Income Screen:

If there is no earned income, skip the earned income review.

Unearned Income	Agree	Disagree
Budgeting Method	☐	☐
Frequency	☐	☐
Calculated Income Amount	☐	☐
Verification	☐	☐
Documentation	☐	☐

Unearned Earned Income Correct?	☐	☐
------------------------------------	--------------------------	--------------------------

Unearned Income Discrepancy (highlight all that apply)
Income budgeting not supported by verification
No documentation of income verification/budgeting
Calculated income does not match documentation
Math error in budgeting income
Incorrect treatment of income
Budget method incorrect
Old Income used in benefit calculation
Verification needed but not requested timely
Excluded income counted
Distribution statement misread
Net income used instead of gross income
Ineligible HH member – incorrect proration
Earned income budgeted as unearned income