

REVISIONS - Income

Page #	Section/Subsection	Section/Subsection Title	Revision
5	406.1	General Policy & Regulation	Added a note clarifying the definition of "in-kind payments".
6 - 8	406.1	General Policy & Regulation	Added screen shots to show the consequences of entering income associated to a child, rather than the primary caretaker.
9	406.4	Income Inclusions	Clarified, in Note #1, that when a p/c indicates receipt of quarterly bonuses , the CCIS must determine whether the p/c received a bonus in the most recent 6-week period and if so, the average quarterly bonus amount.
9-10	406.4	Income Inclusions	Added examples of how to use the YTD History to determine bonus amounts.
11	406.4	Income Inclusions	Clarified, in Note #2, that an Award Letter is not required as verification of the receipt of Social Security benefits, but if the p/c chooses to submit an Award Letter the p/c must submit it in its entirety (i.e., all pages).
12	406.4	Income Inclusions	Added a note, under (C), clarifying that the CCIS must work with the p/c to determine a representative amount in the absence of a voluntary support order.
12	406.4	Income Inclusions	Added a note, under (K), clarifying the timefrae used when calculating Unemployment Compensation.
15	406.5.1	Medical Deductions	Clarified the amount of a medical deduction is based on the "pre-tax" amount of the medical expense.
15	406.5.1	Medical Deductions	Modified policy to allow the CCIS to enter all medical deductions into PELICAN CCW and clarifying that the CCIS must delete any medical expense information that does not meet all of the criteria to be considered as an income deduction.
15	406.5.1	Medical Deductions	Clarified that, when entering a medical expense, the CCIS must enter the full amount and PELICAN CCW will determine the portion exceeding 10% of the family's gross monthly income.
16-20	406.5.1	Medical Deductions	Added the procedures for deleting a medical expense that does not meet all of the criteria to be considered an income deduction, examples and screen shots.

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23	406.5.2	Stepparent Deduction	Clarified that same-sex couples are treated in the same manner as any other couple and added examples.
25	406.5.3	Child Support	Clarified that when a p/c is paying child support, including arrearages, to the CAO on behalf of a child, the p/c is not eligible for a child support deduction because the p/c is considered to be settling an outstanding bill with the Department.
26	406.6	Child Support Amount	Clarified that, in cases where parents are reconciling and awaiting a future DRO appointment, the child support income is not counted and the family is not eligible for a child support deduction.
27	406.6	Child Support Amount	Added a note under #1, clarifying that obtaining 13 weeks' worth of verification is not necessary if the amount and frequency can be easily determined using the verification covering a lesser number of weeks.
27	406.6	Child Support Amount	Added a note under #3, clarifying the requirement applies to applicants and recipients who never reported receipt of child support income only.
27	406.6	Child Support Amount	Added a note under #4, again clarifying the requirement applies to applicants and recipients who never reported receipt of child support income only.
29	406.6.2	Irregular Receipt of Paymets	Added a note under #1(c), clarifying the CCIS must set the tracking date alert one year from the date eligibility was confirmed in PELICAN CCW.
31	406.7	Income Exclusions	Revised the first paragraph to replace the word "included" with the word "excluded".
34	406.9	Deciphering Paystubs	Clarified the definition of a "Cafeteria Plan" and that the CCIS should attempt to obtain additional informaiton from the employer if the "Cafeteria Plan" is not specified on the paystub in a manner that is easily decipherable.
38	406.11	Estimating Versus Anticipating Income	Revised the example to clarify how to handle a partial first pay.

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39	406.12.1	Seasonal Employment	Clarified that income from temporary or seasonal work is annualized not pro-rated, unless the employee has a regularly scheduled break in work that exceeds 30 days but does not continue beyond 90 days, with a known begin and end date (i.e., teacher, including Head Start and PreK Counts; bus drivers; etc.).
39	406.12.1	Seasonal Employment	Corrected the income in Example #1.
40	406.12.3	Foster Parent Income	Clarified that a foster parent is required to submit income verification if the foster parent is requesting care for biological or adoptive children, in addition to the foster child(ren) or if the foster parent is self-employed.
42-43	406.12.4.1	CAO Unearned Income	Clarified the policy regarding verification for families transitioning from TANF to Former TANF.
53	406.13.1.2	Entering Employment & Wage Information	Added a note under #8(a), clarifying how the CCIS should answer the paystub questions when the income calculation is based upon an Employment Verification form or another type of income verification, or if income is determined using less than four weeks' worth of paystubs in the most recent 6-week period.
54	406.13.1.2	Entering Employment & Wage Information	Added a note under #8(b), clarifying that the CCIS should answer "Yes" to both questions when income is determined using four weeks' worth of paystubs in the most recent 6-week period only.
72	406.14	Income Verification	Added discussion about the amount of additional verification that is needed when a p/c reports that income is not representative/decreased.
83	406.16.3.5	Questions - 406.5.2 - Stepparent Deduction	Added 3 questions to address the clarification regarding same-sex couples.
84	406.16.3.6	Questions - 406.5.3 - Child Support	Added a question to address the clarification regarding how the CCIS should handle payment of child support, including arrearages, to the CAO.
93	406.16.4.5	Answers - 406.5.2 - Stepparent Deduction	Added answers to the newly added questions.
93	406.16.4.6	Answers - 406.5.3 - Child Support	Added an answer to the newly added question.