

Income Documentation

- I. All applicants who are not adjunctively eligible must provide proof of current income. Current income is defined as income received by the household during the month (30 days) prior to the date of application for WIC benefits.
- II. When a certification appointment is scheduled, clinic staff must tell the applicant that proof of income is required and what documentation is required as proof of income.
- III. Paycheck stubs or other proof of income representing the last 30 days of pay; or proof of adjunct (automatic) income eligibility are the preferred forms of income documentation.
 - a. For those applicants who get paid weekly, four pay stubs are sufficient, or two pay stubs for those who get paid every two weeks or twice a month.
 - b. The most recent pay stubs the applicant has received should be requested; however, the last full completed month's stubs may be accepted. For example, on February 15th the applicant may bring in stubs representing pay from January 15th through February 15th, or they may bring all of the stubs from January.
 - c. In addition to reviewing paycheck stubs, the clinic staff must ask applicants if there are any other sources of income in the family.
 - i. If the applicant reports receiving additional income from sources such as a relative helping with rent etc. this income should be included with total income, but proofs of these minor sources of income need not be required and may be left blank. Self declaration of additional income in this type of circumstance is sufficient.
 - b. If paycheck stubs are not reasonably available, other proofs of income may be acceptable. (See Income Types.)
 - i. Acceptable proofs include but are not limited to income tax returns filed for the most recently completed tax year. These are most commonly used for the self-employed and persons with various sources of non-wage income. Tax returns are the standard documentation of annual income.
 - ii. Clinic staff must determine what proofs of income most accurately reflect the applicant's current income.
 - c. Documentation of income does not need to be copied or scanned and should be returned to the applicant.
 - d. Applicants are expected to provide documents to confirm income and/or participation in an assistance program; however, online or internet

documentation may be accepted when the client is able to show pay stubs, bank statement, etc. on a computer or other electronic device.

- e. When the applicant has difficulty obtaining proof of income, a local clinic can confirm that the applicant receives such benefits and/or income by **telephone contact** to the appropriate source, with prior approval from the applicant.
 - f. If the validity of the income documentation provided or statements made by the client is in question, clinic staff is authorized to verify income using available methods.
- II. In the income screen in VISION, add a row for each different source of income in the household, including each job.
- a. The “source” field refers to how the household earns the income. The drop down list offers several choices for income sources, each of which are considered to be income under WIC definitions. Each job is separate source.
 - b. The “proof” field documents how the applicant proved income eligibility. This could be items such as check stubs, letter from employer etc.
 - c. The “amount” field refers to the amount of income earned from each source. This must be determined from the pay stubs or other proof provided.
 - i. In the amount field, the amount entered should be the average of the pay stubs provided for that job if the amounts are different. For example; if an applicant who is paid semi-monthly brought in two pay stubs, showing amounts of \$500 and \$700 the amount entered would be \$600 (the average of the two checks). The pay period would be input as semi-monthly.
 - d. The “period” refers to the frequency the income is received. Income should be entered based on the correct frequency of pay.
 - e. The “note” section may be used to explain any entry.
 - f. The income calculator button may be used to average the pay stubs that are provided. Enter the gross income amount of each pay stub into the income calculator. It will compute an average income for that income source and automatically populate the amount field.
 - g. The system will automatically convert all income amounts to annual equivalents and add all income sources together to give a total income amount to determine eligibility. Click on the “Check Income Eligibility”

button in order to determine the income eligibility of each household member applying for benefits.

- h. If the VISION system determines that applicant is not income eligible, double check by doing a manual calculation using the income guidelines table as described below.
- III. When manually calculating income to determine eligibility, if the applicant has only one source of income, or if all sources have the same pay frequency, refer to the appropriate pay frequency column on the Income Guidelines table. If the applicant's household has income sources received with different pay frequencies, all sources should be converted to annual equivalents and should be compared to the annual income column of the Income Guidelines table. In order to convert to annual equivalents, multiply weekly income by 52, multiply bi-weekly income by 26, multiply semi-monthly income by 24, and multiply monthly income by 12.
- IV. If the manual calculation indicates that the applicant is eligible, and VISION disagrees, contact the State Office for further instructions.
- V. If any applicant is found to be over income, a second staff member must review the proofs of income provided and calculate income eligibility prior to the applicant being given a Notice of Ineligibility.
- VI. Foster Children are a separate economic unit with a household size of 1. Income and adjunct eligibility records are separate from any other family applicants. If the foster child does not have proof of adjunct eligibility, an income record can be added and the income proof would be the foster letter. If the foster letter indicates that the child has no income, a "0" (zero) may be entered as the income amount. The Signed Statement form does not need to be completed.