

Income Reassessment during a Certification Period

- I. Income reassessment and income ineligibility during certification period. Participants may be found ineligible, based on income, at any time during the certification period. Income reassessment is mandatory during a certification period if the local agency receives information from any source, including from the participant, that a participant's household income has increased or that the participant is no longer adjunctively eligible because they or a family member no longer participate in the program for which they became adjunctively eligible.
- II. Local agencies are not required to seek out or request this information.
- III. If there is not sufficient time remaining in the certification period to reassess income and effect the change (less than 90 days) than income reassessment is not required.
- IV. If information is received by the local agency that a participant may no longer be eligible based on income, follow the procedures below:
 - a. Contact the participant to request that proof of household income be brought to the clinic.
 - b. Income must be calculated according to policy to determine eligibility. A new income record should be entered into the VISION system based on the proof of income provided.
 - c. If the participant voluntarily informs the clinic that household income has increased to the point that the current income is now above the income guidelines, and the participant does not wish to come to the clinic to provide proof of over-income, a new income record cannot be entered in VISION. The clinic may terminate the participant based on the self declaration. The applicant should be terminated for the reason "Participant requests termination".
 - d. If a client is terminated during a certification period, checks must be returned and voided. 15 days notice with benefits must be issued.
 - e. If the participant has already received the final check issuance for the certification period, (and less than 90 days remain in the certification period) the clinic has the option not to require income reassessment.
 - f. Clinics may not find participants ineligible based solely on the fact that they are no longer adjunctively eligible because they or a family member no longer participate in the program for which they became adjunctively eligible; in this situation income must be assessed to make the determination of eligibility.

- g. Before any participant is terminated for being over income, as a verification check, a second staff member must review the proofs of income provided and calculate income eligibility.