

Why do I have to enter all types of earned income into N-FOCUS?

Nebraska's work participation rate is determined from data that is submitted to the Federal government. When employment is the activity and there is no instance of active employment for at least one day of the report month, then the hours the client has participated in employment will not be counted by the Federal Report. This is why it is extremely important to add all instances of employment into N-FOCUS.

Scenarios:

1. Client started a job on the 20th of April. SSW receives notification of employment on the 25th of April. Before the SSW takes action for June, notification is rec'd that client was terminated on May 8th. Even though this job will not affect the client's eligibility, it needs to be entered on N-FOCUS with a begin date of 04/20/08 and an end date of 05/08/08.

Why? Client has employment hours in April and May and when these are reported on the federal report, they will only count if we support the data with employment in the same month.

2. Client starts Work Study on April 1. Enter the work study as 'ADC Earned Income' and 'exclude' the income in Calculate. Please use this method for any excluded earned incomes.

Why? Even though this income is not countable for ADC/MED, the work study needs to be added to N-FOCUS to support the work activity of 'employment'.

3. Receive notification on June 1, that client has been employed since April 15th and continues to work part time. Even though the first month an adverse action can be taken is June, the job needs to be entered into N-FOCUS with the actual begin date of April 15th.

Why? Client will have employment hours reported for April and May and when these are reported on the federal report, they will only count if we support the data with employment in the same month.

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