



Missing - Proof Of Income \$\$\$

If client fails to bring proof of Income to the certification visit then.....



Determine the reason,
client didn't bring proof of income to the visit.

Forgot to bring Or Didn't bring

- Brought wrong thing
- Invalid
- Incomplete

Physically unable to obtain ie paid in cash & no receipt or income statement. (not for "0" income)

Ask - Does anyone have knowledge of your income status?

Screen income based on verbal information provided. Record \$ amount in computer.

Give Income Letter - to complete & return it within 30 days to use as proof

Screen income based on verbal information provided. Record \$ amount in computer.

If meet income guidelines Based on verbal info.

If over income based on verbal info

If over income Based on verbal info

or If meet income guidelines based on verbal info.

Give 30 day extension to bring income doc. (Document on signature form)

Give checks for 1 month
No additional checks beyond that can be issued until client brings in required information

No checks - Over income – provide ineligibility letter

Complete a No Proof Box - Used Rarely

- Check "Income" to indicate type of proof missing
- Write in the reason no proof is available on the "Reason" line
- Have client initial the bottom line of the box
- Do not use this box for clients who "forgot"

If Client does NOT bring proof of income within 30 days

or

If Client BRINGS proof of income w/in 30 days

Grace Period has expired & Benefits are discontinued

No additional checks can be given until proof of Income is brought in

Assess income doc. submitted.

Document type of proof of Income seen on signature form & date.

Document on signature form under income documentation that no proof was available & reason why.

If meet income guidelines

OR If over income guidelines

Proceed with certification, issue checks if eligible

Proceed with cert. & if eligible, issue checks

No checks over income – provide ineligibility letter

Note: A no proof box on the Signature Form is good for one cert period . If needed for more than one cert. period, contact the State.