PAYMENT ACCURACY TIP
INCOME

For Six-Month & Non-Uncle Harry (UH) FS Change Reporters:
- A new FS Prospective Income Calculation (PIC) pop-up window has been created to use on the JOBS and UNEA panels to assist with the calculation of prospectively budgeted income for Six-Month and non-UHFS Change Reporters.
- The PIC pop-up window calculates average income based on pay information entered, as well as prospective monthly income. The calculation includes multipliers to convert pay into a monthly amount.
- Update this window with income information that has already been received in the Income Received section or income that is anticipated to be received in the Anticipated Income section. If pay already received AND pay that is expected to be received are better indicators of anticipated income, enter pay information in both sections.
- If you complete the Regular Non-Monthly income section, do not enter other income in the Income Received or Anticipated Income sides on the window. Examples of pay that should be entered in the Regular Non-Monthly section are tribal and contract income.
- The information entered on the PIC pop-up window will carry forward through future benefit months until you enter new data.
- The Prospective Monthly Income amount will be carried over into the Food Support ELIG budget for Six-Month and non-UHFS Change Reporting Food Support cases.

General Tips
- VERIFY ALL INCOME! You can use SVES, TPQY, etc.
- Be sure income is entered on the correct person’s JOBS / UNEA / BUSI Panel(s).
- Always enter GROSS, not NET Income.
- ALWAYS verify the date pay is received. Budget INCOME in month received NOT when the pay period ends.
- FIAT GA, MSA and RCA benefits into FS budgets.
- Watch for 3 or 5 paycheck months (for UHFS only). Check YTD totals. Use a calendar or the Earned Income Pay Period/Date Tracking Form in eDocs to check the pay received dates. Do not complete the PIC pop-up window for UHFS.

- For UHFS, be sure all extras are considered: overtime, shift differentials, bonuses that may not be counted in the base pay amount.

- After the first two months of eligibility for UHFS enter ALL income on both retrospective and prospective sides of the JOBS and UNEA panels. Enter ACTUAL income on the retrospective side, and ANTICIPATED income on the prospective side.