

ADDING INCOME

Updated: 8/29/19

Income/Employer (Setting to None, None - Zero Income, Don't Know or Refused will delete all income)

Does this client have any income?

If YES, click NEW INCOME

Type	Source/Emp	Monthly	Annual	Verified Date	Last 30 Days	Exclude
<input type="button" value="New Income"/>	Total	\$0.00	\$0.00			

SOURCE – Name of employer (local not corporate) or where income came from.

TYPE – What is this? Wages, Social Security, Child Support, etc.

AMOUNT – EXACT Gross amount. Include tips if applicable.

FREQUENCY – Always use MONTHLY unless there is an exception. **

VERIFICATION – SEE INCOME SECTION

Income (Fields marked with * are required.)

Source:
 Type: *
 Amount: * Frequency: *
 Verified How: * Verified By: * Verified Date: (mm-dd-yyyy)*

~~Income received in past 30 days? Don't use this record when creating Energy Module Payments?~~

Comments: As of PY19, income comments **MUST** go in the PAYMENT VIEW SCREEN. This includes "last 30 day exceptions" and any other document verification.
 2000 characters

Employer Information

Phone: Ext:
 Address 1:
 Address 2:
 City, State Zip:

Don't forget to save!

- Income should be **ALL** income received in the previous month. In November, we look at ALL income received October 1-31. If client states they did not receive a full month of pay, this **MUST** be confirmed with the employer or other back up documentation. A note needs to be added in comment box.
- If using an exception for income, **ALL** household members need to use the same frequency. This includes:
 - Last 30 days** - (You can use www.timeanddate.com Date Calculator to subtract 30 days from one day PRIOR to intake)
 - Quarterly** - (All income received in the last three months. Example: Intake date Nov 1st – Income dates August 1-October 31)
 - Annually** - (All income received in the last year. Example: Intake date Nov 1, 2017 – Income dates Nov 1 2016-October 31, 2017)
 - THESE MUST ALL HAVE COMMENTS IN THE PAYMENT VIEW COMMENT BOX. REFER TO COMMENT SECTION.**
 - IF THERE IS A GAP IN WAGES WHEN USING QUARTERLY OR ANNUALLY, THIS MUST BE DOCUMENTED WITH A DHI FOR ZERO INCOME.**