



SNAP 502-1 INCOME Earned Income

Supersedes: SNAP 502-1 (04/21/2022)

Reference: CFR 273.2, 273.9, 273.11

Overview: All earned income received by the filing unit is considered when determining eligibility for the Supplemental Nutrition Assistance Program (SNAP). All earned income, whether countable or excluded according to policy is entered into CHIMES.

ADVANCES ON WAGES:

Advanced wages are countable in the month received when the advance is anticipated. **NOTE:** The amount withheld from subsequent paychecks to repay the advance is excluded income, even if the advance was not counted when it was received.

AMERICORPS & AMERICORPS VISTA:

AmeriCorps NCCC, AmeriCorps State and National (formerly referred to as AmeriCorps Direct in this manual), and AmeriCorps VISTA administer several different programs. AmeriCorps NCCC currently does not administer any programs in Montana. Payments from programs administered by AmeriCorps State and National are excluded. **NOTE:**

- **Montana Conservation Corps** is a program administered by AmeriCorps State and National and payments are excluded. It is the most common program we see in Montana. For a complete list of current AmeriCorps programs in Montana, visit <https://serve.mt.gov>

AmeriCorps VISTA payments, also known as VISTA, are excluded for individuals receiving SNAP benefits at the time they joined VISTA. AmeriCorps VISTA payments are countable for individuals who were not authorized to receive SNAP benefits at the time they joined VISTA. AmeriCorps VISTA payments should be identifiable as an AmeriCorps VISTA stipend. **NOTE:** An individual is considered to have joined VISTA on the date the individual takes his/her oath of service and is sworn in.

If the source of funding for AmeriCorps volunteers is unknown or questionable, we must verify if the program is administered by VISTA or AmeriCorps State and National.

ATTENDANT CARE PAYMENT:

Attendant care payments, paid by an outside source to the attendant care provider for a disabled/elderly household filing unit member, are countable earned income to the attendant care provider. Attendant care payments paid from the outside source to the disabled/ elderly household member receiving the care are excluded as reimbursements. The payment is not counted twice.

BONUS PAY:

Bonus pay (e.g., received every Christmas, quarterly, annually, etc.) is countable earned income. A clear understanding of how the bonus pay is earned and when it is paid is needed to prospectively budget this income.

CENSUS:

Census income is countable earned income.

COMMISSION:

Commission is countable earned income regardless of how often it is paid. A clear understanding of how the commission is earned and when it is paid is needed to prospectively budget this income.

CONTRACTUAL INCOME:

Average the income over a 12 month period for a household earning its entire annual income by contract in a period less than one year. These households may include school employees, sharecroppers, farmers, other self-employed households, etc. **EXCEPTION:** This does not apply to migrant seasonal farm workers. Income received hourly or on a piece work basis is averaged over the period the income is intended to cover.

DISASTER RELIEF EMPLOYMENT:

Disaster relief employment income received from a National Emergency Grant is excluded income. The Department of Labor should be able to verify whether the source of income is from a National Emergency Grant under the Workforce Investment Act (WIA). The source of income must be verified if the individual suffered a job loss or was unemployed due to a recent disaster, if the employment is deemed temporary (less than six months), and if the type of work is disaster related.

DISLOCATED WORKER:

The Dislocated Worker program is funded by WIA. Payments received by participants over the age of 19 years old through WIA are countable earned income. **EXCEPTION:** Payments to an enrolled American Indian, veteran, migrant/seasonal farm worker are excluded; and, payments to dependents under age 19 years old are excluded.

DISPLACED HOMEMAKER:

The State Displaced Homemaker program funded by the state general fund. The income is countable earned income.

DOMESTIC VOLUNTEER SERVICE ACT INCOME:

The following payments to volunteers are excluded:

1. Title II Retired Senior Volunteer Program (RSVP); and,
2. Title III Service Corps of Retired Executives (SCORE), Senior Companion Program and Active Corps of Executives (ACE).

EARNED INCOME OF CHILDREN:

Earned income of any individual under age 18 years old is excluded through the month of the individual's 18th birthday when the individual is an elementary or secondary school student, and lives with a natural, adoptive, or stepparent or under the parental control of a household member other than a parent. For purposes of this policy, an elementary or secondary school student is someone who attends elementary or secondary school, or who attends classes to obtain a General Equivalency Diploma that are recognized, operated, or supervised by the student's state or local school district, or who attends elementary or secondary classes through a home-school program recognized or supervised by the student's state or local school district. The exclusion shall continue to apply during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break. If the child's earnings or amount of work performed cannot be differentiated from that of other household members, the total earnings shall be prorated equally among the working members and the child's pro rata share excluded.

Earned income is countable for individuals under age 18 years old working, and/or attending high school, and living on their own.

EARNED INCOME OR CHILD TAX CREDIT:

Earned Income Tax Credit (EITC) payments and Child Tax Credit received as advance payments or as a refund, are excluded earned income.

FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE (FSSA):

Family Subsistence Supplemental Allowance (FSSA) is paid to certain service members and their families, if determined eligible by the Department of Defense. The amount of FSSA is shown on the member's Leave and Earnings Statement. FSSA is countable earned income.

FEDERAL INCOME TAX REFUNDS:

Federal income tax refunds are excluded as income in the month of receipt and as a resource for a period of 12 months following the month of receipt.

GARNISHMENTS FROM WAGES:

Garnishments deducted from wages for a debt (except for previous advance on wages) are countable earned income. **NOTE:** The garnished amount is an allowable expense if garnished due to a legally obligated child support debt.

GOVERNMENT TRAINING ALLOWANCES:

The source of funding of the specific government training allowance must be known to determine whether the income is earned or unearned and countable or excluded. The training allowances are excluded if they are a reimbursement.

Training allowances from vocational and rehabilitative programs recognized by federal, state or local governments such as Work Readiness Component (WoRC) of TANF and Tribal Work Experience Program (TWEP) are countable earned income.

IN-KIND BENEFITS:

In-kind benefits are a gain or benefit that is not in the form of money payable directly to the household, such as meals, clothing, housing, produce from a garden, and vendor payments. In-kind benefits are excluded.

IRREGULAR INCOME:

Income received too infrequently or irregularly to be reasonably anticipated is excluded earned income IF the infrequent or irregular income of all household members does not exceed \$30 in a quarter.

JURY DUTY:

Evaluate how individuals on jury duty are compensated to determine whether the jury duty payment is countable or excluded earned income. When the jury duty is paid over a time period of several days or weeks at a specific amount (e.g., \$15 per day) and can be anticipated, the payment is countable earned income. Jury duty income is excluded when:

1. The jury duty pay meets the definition of irregular or infrequent income; or,
2. The individual verifies the payment was given to their employer; or,
3. The jury pay is a reimbursement.

LUMP SUM PAYMENTS:

Nonrecurring lump payments are excluded as income. Nonrecurring lump sum payments may include:

1. Income tax refund;
2. Rebates or credit refunds; and,
3. Crop insurance proceeds (SNAP 503-1)

MILITARY BASIC ALLOWANCE FOR HOUSING:

The Basic Allowance for Housing (BAH) is one monthly payment, replacing the Variable Housing Allowance (VHA) and Basic Allowance for Quarters (BAQ). BAH (BAQ or VHA) is countable earned income.

MILITARY PAY:

Military pay is countable wages if earned. **EXCEPTION:** The mandatory salary reduction for military service personnel used to fund the GI Bill is excluded from income.

MILITARY RE-ENLISTMENT BONUSES:

Military re-enlistment bonuses are paid in one of two ways: a lump sum; or up to 50% of the bonus amount as an initial payment with the remainder of the bonus paid in equal annual payments. It is up to the military service to decide which military grades/series receive re-enlistment bonuses and how much the re-enlistment bonus is. This means the Navy, Marines, Army, and Air Force can have their own policies regarding payment of re-enlistment bonuses. The eligibility staff member must verify what the payment policy is depending on the military service. How the bonus is paid out determines how it is counted:

1. If a household receives a lump-sum re-enlistment bonus, it is exempt from income as a non-recurring lump sum payment. The money is counted as a resource in the month it is received.
2. If a household receives up to half of the bonus pay as an initial payment with the remaining bonus paid in equal annual installments, the bonus is counted as earned income. It is averaged over a 12-month period since the bonus is paid annually.

OLDER AMERICANS ACT:

Payments are excluded from programs funded under Title V of the Older Americans Act of 1987 and include:

1. Experience Works Inc., also known as Green Thumb;
2. Forest Service;
3. American Association of Retired People (AARP);
4. National Council on Aging;
5. National Council of Senior Citizens; and,
6. Foster Grandparent Program.

PLAN FOR ACHIEVING SELF-SUPPORT (PASS):

Money diverted from an individual's income to a PASS account is excluded.

ROYALTY INCOME:

Definition of Royalties - royalties include compensation paid to the owner for the use of property usually copyrighted material such as books, music, etc., or natural resources such as, mineral, oil, gravel or timber, etc.

The only earned royalties are derived from a self-employment business enterprise (SNAP 503-1). Unearned Royalties (SNAP 501-1).

SALE OF BLOOD:

Gross income from the sale of blood or blood plasma is countable earned income.

SEVERANCE PAY/ SICK LEAVE/ VACATION PAY:

Sick leave or vacation pay received while still employed is countable earned income. Vacation pay received after employment termination is severance pay and considered unearned income (SNAP 501-1). Sick leave pay received after employment termination is considered unearned income (SNAP 501-1).

TIPS:

Tips are countable earned income. A clear understanding of how tips are earned and paid is needed to prospect this income. Verification varies depending on how the tips are reported, shown on wage stubs, and are paid. Acceptable verification of tips may include: the individual's daily tip log, pay stubs, or an employer statement.

VENDOR PAYMENT:

An **unearned** vendor payment is money paid directly to the household's creditors, a person, or an organization that provided a service to the household. A vendor payment is made on behalf of the household by a person or organization that is not in the household (SNAP 501-1). Money legally obligated or payable to the household as earnings but is diverted to a third party for a household expense, is countable earned income.

WAGES FROM EMPLOYMENT:

Gross wages are wages before taxes, insurance, etc., are deducted. Gross wages include salary and commission earnings and are countable earned income.

WORK STUDY:

Earnings from work study are excluded as educational income. If a student exhausts work study hours and continues working, the income received is no longer considered excluded educational income, but is countable wages.

WORKFORCE INVESTMENT ACT (WIA):

The Workforce Investment Act (WIA) replaced Job Training Partnership Act (JTPA).

Work Experience wages paid to the participant by the sponsoring WIA agency are excluded earned income.

WIA On-the-Job-Training wages paid to the participant by the employer are earned income.

OJT payments received by participants over the age of 19 years old through WIA are countable earned income. **EXCEPTION:** OJT payments to an enrolled American Indian, veteran, Migrant/seasonal farm worker, and to dependents under age 19 years old are excluded.

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