

Department of Public Health
and Human Services

Section:
Eligibility Determination

HEALTHY MONTANA KIDS

Subject:
Budgeting

Supersedes: **New to HMK Manual**

General Rule – Financial eligibility must be established using prospective budgeting. Best estimates of income, family composition and other circumstances that will occur during the next 12 months are used to determine eligibility.

GATHERING INFORMATION

Information needed to prospect the family's circumstances:

1. must include information from the application form;
2. may be elicited during conversation with the applicant;
3. may be obtained by contacting an employer or other source of income; or
4. may be obtained via electronic information sources (e.g., MISTICS, SEARCHS, SOLQ, etc).

PROSPECTING INCOME

To prospect countable yearly income, use one of the following options:

1. averaging – When there is a reliable income history from an income source and the income amount fluctuates from month to month, past income amounts may be averaged to anticipate future income. Such income may include wages, tips, irregular child support, etc;
2. year-to-date – Used when an individual has been employed since the first day of the calendar year and anticipates continuing the employment through year end.

The method selected to prospect income will depend on the income source and the household circumstances.

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