

Department of Public Health
and Human Services

Section:
INCOME

SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM (SNAP)

Subject:
Overview

Supersedes: FS 500 (10/01/04)

References 7 CFR 273.9; 7 CFR 273.11(c)

GENERAL RULE -- The filing unit's income eligibility is determined by evaluating the income of each member. All income or money obligated to the household from any source is evaluated to determine if the income is earned or unearned and countable or excluded. All income must be entered on the appropriate TEAMS screen even if it is excluded per policy.

Income eligibility is determined by evaluating the household's current and anticipated circumstances based on reasonable expectations and knowledge of its financial circumstances. The result accurately reflects facts for prospecting income eligibility through the certification period.

TYPES OF INCOME There are two types of income:

1. Earned income:
 - a. Wages and salaries for services performed. The OPA Case Manager must code earned income on EAIN using the appropriate earned income code.
 - b. Net earnings from self-employment even if the net income is \$0.00 after allowable deductions. The OPA Case Manager must code self-employment income using the appropriate income and expense codes on SEEI.
2. Unearned income is all income not earned. The OPA Case Manager must code unearned income on UNIN using the appropriate unearned income code.

**AVAILABLE
INCOME**

Households are **not** required to apply for income they might be eligible to receive such, as unemployment, child support, Social Security, etc.

**INCOME OF
DISQUALIFIED/
INELIGIBLE
MEMBERS**

The OPA Case Manager must use the correct participation codes for required disqualified and ineligible household members on FS SEPA screen

'DF' and 'DQ' - all income not excluded by policy is countable and is NOT prorated. Earned income deductions are allowed.

'DS' - all income not excluded per policy is prorated among remaining household members. Earned income disregards are allowed.

The following calculation is used if manually calculating benefits:

1. Subtract all allowable exclusions from the ineligible member's income such as the earned income deduction.
2. Divide the difference among all household members including ineligible members.
3. All but the ineligible members' share is counted for the remaining household members.

Example: The household composition is husband, wife (ineligible alien), and child. The wife's verified prospected earned income is \$450 a month.

- a. $\$450$ (ineligible member's income) - $\$90$ (earned income disregard) = $\$360$;
- b. $\$360$ divided by 3 (number of household members) = $\$120$; and,
- c. $\$360$ - $\$120$ (ineligible member's share) = $\$240$ countable income for household size of two.

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