
INCOME

GENERAL-INCOME RULES

**E. VERIFICATION
OF INCOME**

SSI policy requires income to be verified from independent or collateral sources and additional information obtained as necessary to be sure that only eligible individuals qualify for assistance. A person applying or receiving Medicaid must provide Medicaid with any requested income information and show necessary documents or other evidence to establish the amount of an individual's income. Medicaid will assist the individual in obtaining needed verification not in the individual's possession; however, the burden of proof lies with the applicant, recipient or their representative to verify income and to report all changes in income.

See the instructions for the particular type of income involved for additional verification requirements.

**1. Projecting
Actual
Income**

Develop and record the best possible estimates of anticipated income (belonging to the eligible and deemor) on a month by month basis. When income fluctuates, use each month's anticipated receipts to estimate income for that month. Do not average income for the purpose of determining eligibility.

Always consider the number of paydays (for earned or unearned income) in any given month. If the amount is the same each payday, multiply the amount by the number of paydays in a given month to obtain the monthly amount. If the amount varies from payday to payday, add the individual amounts to obtain a monthly amount.

Eligibility for the current month, retroactive period and for the next 12 months is based on the monthly amount derived from the above computation. When there is an anticipated change in income, meaning income will start, stop or come in at a different rate, use only that income which the individual is reasonably sure will be received. The exception to this is in the case of self-employment income which is discussed in the Earned Income subsection.

INCOME

GENERAL-INCOME RULES

- 2. Use of Tickler File**
- The worker will use the Tickler File, either in MEDS or manually, as appropriate, to control cases with income that will affect eligibility or Medicaid Income for a future month. A tickler must be set for the month prior to the month of receipt of the income to handle the case to either adjust Medicaid Income or issue a notice of closure.