

Trainee's Income Documentation Scenario Guidebook

Scenario 1: Economic Unit

1. A pregnant mom works and lives with her parents. Should we include the parents in the household / economic unit and require their income?
2. A WIC mom and her child live with a roommate. Should we include the roommate in the household / economic unit and require their income?

Scenario 2: Adjunct Eligibility

1. A mom brings proof of her SNAP eligibility for herself. Does this qualify her children also?
2. A mom brings in proof of her participation in AHCCCS during her pregnancy. Does this qualify her children also?
3. A mom and children are waiting for AHCCCS approval. The husband lives in the household and receives TANF. Are the mom and children adjunctively eligible?
4. Mom brings in proof of AHCCCS for her C3, but doesn't have proof (and you aren't able to verify proof in any way) for her or her newborn. Do the mother and her newborn also qualify for family adjunctive eligibility based on the AHCCCS participation of the C3?

Scenario 3: Using SNAP as income verification

1. Mom came to WIC to certify herself and her baby and has a SNAP approval letter for herself and baby that states she is receiving \$430 a month in SNAP Benefits. You already know the family is adjunctively eligible because they are on SNAP, but should you enter the \$430 she is receiving from SNAP as part of her monthly income in the "INCOME" section of the income tab in HANDS?

Scenario 4: Income Documentation

1. You are enrolling a pregnant mom and she states she is currently on unemployment and is receiving \$140 a month. She gives you the unemployment letter which states her monthly benefit and she states there is no other income household/economic unit. How do you document the “amount”, “interval”, “documentation” and family members in HANDS? Write in your answers on the blank form below.

Add ✕

Zero Income
 Yes

*Income Provider

*Amount
 Income Averaging

*Interval

Hours Per Week

*Documentation

Family Members

Select options ▼

✓ Check all ✕ Uncheck all ✕

MOM, WIC

Scenario 5: Income Averaging

A woman comes in to be certified and she states she doesn't participate in any adjunctively eligible programs, but has 2 forms employment pay stub documentation with her. (Practice in Training HANDS and then write in your answers for "amount" and "monthly" in the HANDS box below.)

1. How should you average her income?
 - a. 4 weekly pay stubs (\$310.19, \$292.45, \$352.66, \$276.19)
 - b. 2 bi-weekly pay stubs (\$645.61, \$697.58)

Income					
Providers					+ Add
Income Provider	Amount	Interval	Hours Per Week	Documentation	Monthly
PRIMARY PROVIDER		W - WEEKLY		1:EMPLOYMENT PAY STUBS	
SECONDARY PROVIDER		BW - BIWEEKLY (EVERY 2 WEEKS)		1:EMPLOYMENT PAY STUBS	

2. Would your personal desk calculator be a good way to average the two incomes?

Scenario 6: Economic Unit Foster Children

A foster family brings in a foster child for certification.

1. What proof of income can be used for the foster child?
2. What should be entered for income amount?
3. How would income eligibility be determined if the foster family later adopts the foster child?

Scenario 7: Forgot Documentation

1. A Mom reports **she is on AHCCCS** but did not bring documentation (nor are you able to use any method of verifying participation). She has no other proof of income today, but says that she is currently employed. *What should you do / tell the WIC applicant?*

Scenario 8: No Proof of Income

A Pregnant mom comes in to be certified. When you ask for her income documentation, she states she doesn't have any because she sells beauty products in exchange for cash and has no proof of income (i.e. paystubs, W2's, employer letter)

1. Is mom eligible for WIC?

2. How would you document in HANDS?

Scenario 9: Military Income

When asking about household size, a mom mentions that her husband is deployed overseas in the U.S. Navy.

1. Should the husband be included in household size?









2. Is the husband's income needed?

Scenario 10: Piecing it all together – The Income Puzzle

A family comes in for a certification appointment with you. The PG mother lives with her biological child (a 9 month old baby), 1 foster child (2 years old), 1 adopted child (4 years old) and sister-in-law. She says her baby is participating in AHCCCS; however, she didn't bring proof of participation in AHCCCS with her, so you are unable to verify adjunct eligibility status. She says the family is not participating in any other Adjunctively Eligible programs. Her husband is in the military and is currently deployed, but she has provided you with her husband's last monthly military income statement (Base Pay = \$1757.40, BAS = \$348.44, CSP = \$730.00, BAH \$1050.00, FSH = \$250). The mother states her job pays her weekly and has brought in her last 4 pay stubs (\$296.12, \$307.96, \$282.77, \$299.16). She also says that she cleans her

friend's house, but that her friend gives her food instead of money for her payment valuing approximately \$50 per week. She has brought in the notice to provider for her foster child, along with his proof of participation in CMDP and his income documentation from the welfare agency (last monthly payment of \$445). Her sister-in-law also pays her \$300 in rent each month and she has brought in a letter written by the sister-in-law indicating that. (Practice in Training HANDS and then write in your answers for "amount" and "monthly" in the HANDS box below.)

1. How many people are in the economic unit / household size?
2. How would you document the ADJUNCT ELIGIBILITY section?
3. How would you document this in the INCOME section? (Complete the "amount", "documentation" and "monthly" fields in the HANDS box below)

Income						
Providers						+ Add
Income Provider	Amount	Interval	Hours Per Week	Documentation	Monthly	
FATHER		M - MONTHLY				 
MOTHER		W - WEEKLY				 
MOTHER		M - MONTHLY				 
WELFARE		M - MONTHLY				 

4. Does this family currently qualify for WIC benefits
5. What would you do if the mother was able to call to obtain the AHCCCS number for her baby and relay that information to you during the certification?