

Chapter 6B

Certification/Participation - Income Eligibility

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This chapter describes policies and procedures related to determining and documenting income eligibility of individuals at initial application and at each recertification.

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- Attachment 1. Documenting Income Eligibility in Crossroads
- Attachment 2. Federal Poverty Income Guidelines
- Attachment 3. What Counts Towards Gross Income For WIC Program Eligibility (includes a description of military leave and earnings statement)

Determining Income Eligibility

Income eligibility must be assessed at the initial certification and each subsequent certification. Income eligibility may be determined using one of the following methods.

■ **Adjunctive Eligibility**

Applicants who are currently eligible for Medicaid, Food and Nutrition Services (FNS) (Food Stamps), and/or Temporary Assistance to Needy Families (TANF) (Work First) are also income eligible for WIC because their incomes have already been screened by these programs. Refer to Section 2 for guidance on using adjunctive eligibility for determining income eligibility for WIC.

■ **Gross Income By Family Size (Economic Unit)**

Applicants whose gross income by family (or economic unit) is documented to be at or below 185% of the Federal Poverty Income Guidelines are income eligible for WIC. This approach should be used when adjunctive eligibility does not apply or cannot be documented. When using this method to determine income eligibility, situations will vary and there is no clear answer to every situation that may arise. Local agency staff must rely on professional judgment, and ensure that such judgment is consistently applied across all applicants who present with similar economic situations. Refer to Section 3 for additional guidance on using gross income by family size for determining income eligibility.

■ **Transfer Participants**

For a transferring participant, documentation in Crossroads serves as proof of income eligibility. Refer to Chapter 6E for more information on transfer participants.

■ **In-Stream Migrant Farm Workers**

A migrant farm worker is an individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes a temporary abode for the purposes of such employment. Once migrant farm workers have been determined to be income-eligible, they and their family members remain income eligible for the following 12 months as long as they remain "in-stream" (i.e. traveling to do farm work). This is true even if their WIC certification has lapsed. Nutritional risk however, still must be assessed for in-stream migrants and/or their family members at every certification. Refer to Chapter 6C for information on the nutrition assessment process.

If a Verification Of Certification (VOC) document indicates that an in-stream migrant farm worker's certification period has expired, the individual is still income eligible if the VOC document verifies that the individual was income eligible within the past 12 months. If the VOC document indicates the income determination is more than 12 months old, then the local agency must reassess the individual for adjunctive or gross income eligibility.

■ **Income Eligibility Determination In The Event Of A Natural Disaster**

In the event of a natural disaster, the Nutrition Services Branch will issue specific guidance on income eligibility determination of disaster victims.

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Determining Adjunctive Income Eligibility

Adjunctive income eligibility means that an applicant is income eligible for WIC based on his or her participation in Medicaid, Food and Nutrition Services (FNS) Program (Food Stamps) and/or the Temporary Assistance to Needy Families (TANF) Program (Work First), since he or she has already met the income criteria for these programs. Documentation of current eligibility for Medicaid, FNS and/or TANF serves as the income eligibility screening for WIC and no additional income screening is necessary.

Whenever adjunctive income eligibility cannot be verified, staff will need to complete an assessment of gross income. Refer to Section 3 for information about completing an income assessment using gross income.

■ Applicants Who Are Adjunctively Income Eligible for WIC

Individuals who are adjunctively income eligible for WIC are limited to the following:

▸ Medicaid

- A current Medicaid participant
- A pregnant woman presumptively eligible for Medicaid.
- An infant born to a woman who was on Medicaid during her pregnancy.
- A member of a family in which a pregnant woman or infant is currently participating on Medicaid. *Note: Having a child over one year of age participating on Medicaid does not make his/her other family members adjunctively income eligible for WIC.*

▸ **FNS Program (Food Stamps).** A current recipient of FNS or a member of a household which receives FNS.

▸ **TANF (Work First).** A current TANF participant or a member of a family that receives assistance under TANF.

■ Verifying Adjunctive Income Eligibility

The method used to verify adjunctive income eligibility for WIC depends on what program is being used to determine adjunctive income eligibility (i.e., Medicaid, FNS (Food Stamps), or TANF (Work First)).

▸ **Medicaid Participation.** When authorized for Medicaid, individuals receive a gray Medicaid identification (MID) card. An example of the MID card may be found at: <http://www.ncdhhs.gov/dma/bulletin/NewMIDSample.pdf>

Because the gray MID card is issued only once per year it cannot be used as proof of current eligibility for Medicaid. Therefore, Medicaid eligibility must be verified each time an applicant presents a gray MID card or claims to be eligible for Medicaid. Any

type of Medicaid is acceptable for adjunctive income eligibility for WIC.

There are several ways to verify Medicaid eligibility for adjunctive income eligibility:

- **Access the Crossroads On-Line Verification (OLV) system.** See Attachment 1 for further instructions on how to verify Medicaid eligibility in Crossroads.
 - **Access the NC Medicaid Program Automated Voice Response (AVR) System**
Local agencies can use the toll-free Medicaid **Automated Voice Response** telephone number to check an applicant's eligibility. The toll-free number is: 800-723-4337. To use the toll-free number, staff will need the local agency's Medicaid provider number; date of inquiry; applicant's Medicaid number (or social security number); and applicant's date of birth. Detailed instructions on using the AVR system may be found in the July 2001, Special Bulletin II, *Automated Voice Response System Provider Inquiry Instructions*. This special bulletin is available on the DMA's website at <http://www.dhhs.state.nc.us/dma/bulletin.htm>
 - **A completed Presumptive Eligibility Determination Form for Pregnancy – Related Care (DMA-5032).** An example of this form may be found at <http://info.dhhs.state.nc.us/olm/forms/dma/dma-5032.pdf>
 - **A completed Presumptive Eligibility Transmittal Form (DMA-5033).** An example of this form may be found at <http://www.ncdhhs.gov/dma/formsprov.html>
In the search bar at the top enter DMA 5033.
 - **A Notice of Benefits (DSS 8108)** from the local Department of Social Services. An example of this form may be viewed at <http://info.dhhs.state.nc.us/olm/forms/dss/dss-8108-ia.pdf>
 - **Access NCTracks system.** Local health departments may have access to NCTracks to verify Medicaid eligibility as a provider. If desired, it is up to the local agency to establish a system for utilizing NCTracks as a verification method.
- ▶ **Infant Born to a Woman on Medicaid during Pregnancy.** An infant born to a woman who was on Medicaid during her pregnancy is automatically eligible for Medicaid through the month in which the infant turns one year of age. Staff must confirm the mother's Medicaid participation during the pregnancy. To do so, staff may look up the mother's Medicaid eligibility using the Income Summary section in the Certification History grid on the Certification Summary screen of Crossroads, the AVR system, NCTracks or with the local DSS office.
- ▶ **FNS (Food Stamps) Program.** A letter of FNS certification (DSS 8592 or DSS 8551) may be used to verify FNS Program adjunctive eligibility. An example of a notice of eligibility, denial, or pending status for FNS Program benefits may be viewed at <http://info.dhhs.state.nc.us/olm/forms/dss/dss-8551-ia.pdf>

When a letter of FNS certification is not available, one of the following methods may be used to verify household participation in the Food and Nutrition Services Program.

- **Access the Crossroads On-Line Verification (OLV) system.** See Attachment 1 for further instructions on how to verify FN's participation.
- **Call the EBT Customer Service Center** at 1-866-719-0141. When calling this number, the following information must be provided:
 - Name of caller
 - Name of entity for which the caller works
 - Reason for the call
 - Name and date of birth of the household member of the WIC applicant about whom the caller is seeking to verify current eligibility for Food and Nutrition Services.
- **Call the local DSS office.** A signed release of information may be required by the local DSS before any information can be verified. This requirement for a signed release of information varies by county.

EBT cards and FNS identification cards are NOT acceptable means of documentation because they do not show dates of eligibility.

- **TANF (Work First).** Participation in TANF is linked with Medicaid; therefore if a household has been approved for TANF, the household will be enrolled in Medicaid. TANF households are mailed an automated approval notice. The Work First Approval notice is DSS Form 8108. When this written notification is not available, one of the following methods may be used to verify a household's participation in TANF:
 - **Access the Crossroads On-Line Verification (OLV) system.** See Attachment 1 for further instructions on how to verify TANF participation in Crossroads.
 - **Call the EBT Customer Service Center** at 1-866-719-0141. When calling this number the following information must be provided:
 - Name of caller
 - Name of entity for which the caller works
 - Reason for the call
 - Name and date of birth of the household member of the WIC applicant about whom the caller is seeking to verify current eligibility for TANF.
 - **Call the local DSS office.** A signed release of information may be required by the local DSS before any information can be verified. This requirement for a signed release of information varies by county.

■ **Documentation Of Adjunctive Income Eligibility**

Adjunctive eligibility is documented on the Income Information screen in the Crossroads system.

Note – Participants/families who are adjunctively eligible, WIC staff must enter the family’s annual income range in Crossroads.

■ **Summary of Adjunctive Income Eligibility**

Category of Participant	Program	Eligibility
Pregnant Woman (P)	Medicaid	Entire family
Breastfeeding Woman (B)	Medicaid	Only the Breastfeeding Mother
Non-breastfeeding Woman (N)	Medicaid	Only the Non-breastfeeding woman
Infant (I)*	Medicaid	Entire family
Child (C)	Medicaid	Only child
Anyone in the family**	SNAP (FNS/food stamps)	Entire family
Anyone in the family**	TANF (Work First)	Entire family

*Note – If the infant’s Medicaid eligibility cannot be verified either through online verification (OLV) or available verification documentation, the WIC agency staff may research the mother’s Medicaid eligibility during pregnancy. “If a pregnant woman is covered by Medicaid on the date she delivers, her newborn child may be eligible for Medicaid up to age 1 without a separate application.” This can be found at the following link: [NC DMA: Medicaid for Infants, Children, and Families](#). To verify the mother’s Medicaid eligibility using the date of delivery as the date of service, rather than the date on which the income eligibility is being determined.

**Note – If the person receiving benefits is not among the applicants OLV cannot be used to verify eligibility. WIC agency staff will need to verify eligibility through other documented means.

Determining Gross Income By Family Size (Economic Unit)

If adjunctive income eligibility cannot be verified, the WIC Program determines income eligibility based on the total gross income of the applicant's family (or economic unit). Applicants are income eligible for WIC if the total gross income of their economic unit is equal to or less than the WIC income eligibility guidelines (IEGs) which are 185% of the poverty level published annually by the U.S. Department of Health and Human Services (DHHS). The total gross income of the economic unit is compared to the IEGs by Crossroads. Refer to Attachment 1 for a copy of the guidelines.

■ **Define The Family Size**

For purposes of determining income eligibility, the terms "family" and "economic unit" can be used interchangeably. A family (or economic unit) is composed of a person or group of persons, related or nonrelated, who usually (although not necessarily) live together, and whose production of income and consumption of goods or services are related.

A key rule to apply to all participants, including minors, is that an economic unit must have its own source of income (or savings) to support living expenses. The applicant/ participant should be counted as a member of the economic unit that directly supports the living expenses of the applicant/participant. When determining the size of the economic unit, every person who is directly supported by the income or savings should be counted. Include all people living in the household, related or not (such as grandparents, other relatives, or friends) who share income and expenses.

Residents of a homeless facility or shelter (such as for pregnant women or victims of domestic abuse) shall not all be considered as members of a single economic unit.

Note: For information about determining the economic unit and gross income applicable to military families, refer to Chapter 6B, Section 4.

▸ **Questions to consider when determining the economic unit for an applicant/ participant.**

- Who contributes income or savings that are shared amongst the applicant/participant's family?
- Is that income or savings used to support the applicant/participant?
- Who else is directly supported by that income or savings?
- In cases of joint custody, the child can be counted as a member of only one family during a certification period.

▶ **Examples of an economic unit.**

- Groups of individuals living in the same house are considered as separate economic units if each group has a separate income which is not shared with the other group. For example, two sisters and their respective children, living in the same house, may be separate economic units if each sister has a source of income that supports herself and her children.
- A college student maintaining a separate residence but receiving most of her support from her parents or guardians would be included as part of her parents' or guardians' economic unit.
- A self-supporting college student maintaining a separate residence from her parents or guardians would be a separate economic unit.
- A pregnant teenager with no income must be considered part of the economic unit that is providing her support (unless she is homeless or living in a shelter).
- A foster child assigned by DSS is an economic unit of one. The child support payment received by the foster parent for the care of the child is considered to be the child's income.
- An individual or family staying in a shelter is considered a separate economic unit. For example, if a mother and her children were staying in a shelter for battered women, the income of the other residents is not included.

▶ **Determining Size of Economic Unit for Pregnant Women.** The size of the economic unit of a pregnant woman can be increased by the number of expected infants she is carrying. This increase in the size of the economic unit may be used when certifying her or other categorically eligible family members.

NOTE: In some cases, counting an expected infant in determining the economic unit conflicts with the client's cultural, religious, or personal beliefs. In these situations, this optional policy would not be applied and the size of the economic unit would not be increased.

■ **Determine The Total Gross Income For The Economic Unit**

Income means gross cash income before any deductions including but not limited to income taxes, employees' social security taxes, insurance premiums, bonds. For self-employed applicants (both farm and non-farm), gross income means the net income after the deduction of legitimate business expenses. Refer to Attachment 3 for a listing of what does and does not count towards gross income.

Local agency staff must document the income of each member of the family for the current rate of income or the past 12 months, which ever best reflects the income status of that family member. Current income is defined as the income received during the most recent 30 days prior to application.

Local agency staff must document the frequency and duration of the income source(s) of the family. Many WIC applicants and participants are members of families with more than one source of income, e.g., several adults with different jobs, a grandparent receiving Social Security or Supplemental Security Income (SSI), child support payments, seasonal income from farming, etc. These income sources are often paid on different payment schedules. For example, one adult may be paid weekly while another is paid twice a month. Generally, other types of income (Social Security, SSI, child support, or alimony) may be received once a month. Seasonal or fluctuating income may need to be documented at different rates of duration, for example, regular salary for a ten month duration and seasonal salary for a two month duration.

Using different rates of duration for the past 12 months may be the more appropriate indicator of the need for WIC benefits in situations such as:

- self-employed persons, including any business or seasonally employed persons whose income fluctuates throughout the year;
- when a family member is on unpaid temporary leave of absence (maternal, paternal, family leave, or extended unpaid vacation from their job);
- teachers paid on a 10-month basis;
- college students who work only during the summer months and/or their school breaks.
- Remember to exclude periods for which pay was not received due to unpaid leave, times of plant closure, or unemployment.

If a household has an income source for which the pay varies significantly (shift work, tips, overtime, commissions, etc.), then pay stubs within the most recent 30 days prior to the date of application must be documented. Staff must document each income source associated to the family until all applicable income is reported

(Note: Income for a member of the economic unit who is currently unemployed or laid off should be counted as zero. Other sources of income such as unemployment benefits, alimony, child support, interest from savings or dividends, etc. must still be counted.)

■ **Income Eligibility Determination**

Final income determination should not be made until all of the income sources applicable for the economic unit have been entered. All information is documented on the Income Information screen in the Crossroads system.

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Military Families – Economic Unit and Income

Income and/or household makeup for a military family can change dramatically. They can change when a reservist is called to active duty or when a service member is deployed to hazardous or combat duty (note: certain types of pay may be excludable from income upon assignment to a combat zone).

▶ **Determining Size of Economic Unit for Military Families.**

Military personnel serving overseas or on a military base away from home are considered members of the household, even if they do not live in the house. That means they are included in determining the economic unit and gross income. Sometimes, a military household changes significantly. For instance, one or both parents may be deployed or stationed abroad and the children may live with relatives or friends. In these circumstances, the local agency has three choices. The agency should use whichever approach most accurately reflects income of the particular applicant/participant.

- **Count the absent parents and the children as one economic unit.** The local agency can only use this option if it can document the income of this economic unit using a Leave and Earnings Statement (LES). Refer to Attachment 3 for information about the types of pay that are found on an LES.
- **Count the children as a separate economic unit.** The local agency can only use this option if this economic unit has its own income, such as a children’s allotment and the income can be documented. A child’s allotment would be part of a “Discretionary” entry on the LES. The guardian would identify the portion that is allotted for the child.
- **Count the children as part of the economic unit in which they currently live and require proof of income.**

▶ **Determining Gross Income for Military Families.** To determine income for families with household members in the military, staff must review their current Leave and Earnings Statement (LES). Attachment 3 includes a table describing the types of income that may appear on the LES. When a household member is deployed to a designated combat zone and receives military combat pay during the deployment, the combat pay must be excluded from the gross income if it meets **all** three criteria listed below:

- received in addition to the service member’s basic pay;
- received as a result of the service member’s deployment to, or service in an area that has been designated as a combat zone; and
- not received by the service member prior to his/her deployment to, or service in the designated combat zone.

A combat zone is any area that the President of the United States designates by Executive Order as an area in which the U.S. Armed Forces are engaging or have engaged in

combat. Designated combat zones may be found at:

<http://www.irs.gov/newsroom/article/0,,id=108331,00.html> Information regarding deployment to or service in a combat zone may also be available through military orders or public records on deployment of military units.

As with other types of income commonly received by military personnel (such as the Basic Allowance for Housing or Basic Allowance for Subsistence payments), combat pay received by service members is normally reflected in the entitlements column of the military Leave and Earning Statement (LES), although it may be difficult to discern immediately as combat pay. Staff may need to request LES documents from prior to the deployment to determine if there has been a difference in income due to the deployment.

Categories of entitlement pay that are typically considered to be combat pay include:

- HFP/IDP: Hostile Fire Pay/Imminent Danger Pay; received when the service member is put on deployment orders and deployed to a combat zone: and
- HDP: Hardship Duty Pay; for serving in locations where living conditions create undue hardship or for performing a designated hardship mission.

Hardship Duty Pay is sometimes indicated on the LES as:

- HDP-M: Hardship Duty Pay (mission); for specific missions and paid whenever any part of a month is served fulfilling the specific mission (see note below)
- HDP-L: Hardship Duty Pay (location); for service in a designated area for over 30 days (pay ends upon departure from that area) (see note below)

Note: for HDP-M and HDP-L locations may be, but are not necessarily, combat areas; therefore local agency staff will need to determine if the three listed criteria on page 11 are applicable to decide whether to include or exclude this particular payment from the WIC income eligibility determination.

The following types of pay, while not directly related to being in combat, may be paid to service members while serving in a combat zone. With the exception of Combat Related Injury and Rehabilitation Pay (CIP) which is always excluded, local agency staff must use the three criteria listed on page 11 to determine if these entitlements may be excluded from the WIC income eligibility determination:

- FSA: Family Separation Pay; FSA is for service members with dependents who meet certain eligibility criteria. FSA is only excluded if the service member is en route to a training location prior to deployment to a designated combat zone or on deployment orders to a designated combat zone.
- FLPP: Foreign Language Proficiency Pay; FLPP that was not received prior to the time of deployment to a designated combat zone should be excluded from the WIC income eligibility determination.
- HDIP: Hazardous Duty Incentive Pay; the performance of several types of duties may qualify a service member to receive HDIP. A service member can receive up to two different types of HDIPs during the same period if s/he performs more than one of these duties as required by the mission. HDIP that was not received prior to the time of deployment to a designated combat zone should be excluded from the WIC income

- eligibility determination.
- SDAP: Special Duty Assignment Pay; SDAP that was not received prior to the time of deployment to a designated combat zone should be excluded from the WIC income eligibility determination.

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Proof Of Income

The applicant who is not adjunctively income eligible for WIC is required to provide written documents to establish proof of the gross income of the entire economic unit. Staff is required to document the sources of written proof that are reviewed.

■ **Acceptable Proof Of Income**

Refer to Attachment 3 for a listing of what counts towards gross income. Proof of income must be provided for all members of the economic unit earning or receiving cash income contributing to the gross income of the economic unit.

■ **Documentation Of Proof Of Income**

Staff must document the source(s) of written proof that were reviewed to establish the gross income of an applicant's economic unit. It is NOT necessary or required to retain the actual documents, scanned or photocopies of the original documents used to confirm proof of income.

Note: Electronic statements documenting current pay or unemployment benefits, earnings statements, or W-2 forms accessed from the internet and displayed on an applicant's smart phone may be used if: a) the applicant is observed accessing the image and b) local agency staff can read the image and judges it to be authentic. Staff may decline to accept an electronic image and require original documentation (hard copies) if there is any question about the authenticity of the electronic statement(s).

■ **Individual Lacks Proof of Income**

▸ **Failure to bring existing proof of income.**

- At a certification appointment when an individual reports gross income of the economic unit but fails to bring written proof of that income, the eligibility determination cannot be completed until the written proof of income is provided. The determination of eligibility must be completed within processing standards (refer to Chapter 6A, Section 2 for information on processing standards). The record will remain in applicant status for up to 30 days until the income proof is provided. After 30 days, local agency staff will need to initiate a subsequent certification appointment in order to proceed with the record.
- At a subsequent certification appointment: Income eligibility determination cannot be completed until proof of the reported income is provided. Inform the participant of the needed documentation and complete the income eligibility determination at a subsequent visit as per local agency policy.

- **Proof of income provided with affidavit.** When an applicant reports income but is unable to provide proof of that income, document the situation in Crossroads by selecting "Proof provided with affidavit" from the drop down list of proofs and having the applicant sign the related affidavit. For more information about documenting proof provided by affidavit, refer to Attachment 1. This documentation should not be used for

individuals who forgot to bring proof of income. Legitimate situations where proof of income may be lacking include when an individual:

- is a victim of theft, loss, or disaster,
 - is homeless,
 - is a migrant farm worker,
 - has had to flee from a high risk situation (i.e. battered women/children or refugee) and subsequently left behind all proof of income, and/or
 - is paid in cash and has an employer(s) who will not document on paper the applicant's income.
- **Zero Income.** WIC defines a family (economic unit) as a group of related or unrelated persons sharing financial and other resources. Applicants declaring a zero income should be asked to describe their living circumstances and how they obtain basic living necessities such as food, shelter, medical care and clothing. Sources of income such as withdrawals from savings, child support, or assistance from sources not living in the economic unit, should be reviewed. If no income is revealed after reviewing all potential sources, document zero income. For more information about documenting zero income refer to Attachment 1. In cases where it is established that an individual is living with minimal or no resources, staff should offer information on sources of assistance.

■ **Verification of Income**

In cases where the documentation of income is questionable, staff should attempt to verify the documentation. Verification is a process whereby the validity of the documents presented is checked through another source e.g. employer verification of wages, or local DSS office verification.

Changes In Income During A Certification Period

Participants are not required to report income changes during the certification period. In certain situations however, a reassessment of income eligibility is required, but only when there are more than 90 days before the expiration of the participant's certification period.

■ Required Income Assessment During A Certification

If more than 90 days remain in the current certification period, local agency staff must reassess income of a participant if:

- ▶ the local agency has received credible complaints about the participant's income eligibility;
- ▶ the local agency receives information indicating that the participant's household income has changed; and/or
- ▶ a participant voluntarily reports a change in income.

In these situations, staff should contact the participant immediately and schedule an appointment for a reassessment of income eligibility for the individual and all members of the household on WIC.

■ Participant Is Found To Be No Longer Income Eligible During A Certification

A participant found to be no longer income eligible based on a reassessment of income must receive the appropriate "no longer eligible" notification and all outstanding food instruments and cash-value vouchers must be returned to the WIC office. Refer to Chapter 6D for information on participant notifications.

NOTE: Regardless of the time remaining in a certification period, a WIC participant previously found to be adjunctively eligible cannot be disqualified during a certification solely because they or certain family members no longer participate in Medicaid, TANF (Work First), or FNS (Food Stamps). These participants may only be disqualified after their income eligibility has been reassessed for adjunctive eligibility through another program or through determining gross income of the economic unit.

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Documenting Income Eligibility in Crossroads

The Income Information screen is a family screen. It can be completed with any family member selected in the carousel. Total Family Size is used to determine the Eligibility Guideline Amount. There are three ways to document income eligibility in Crossroads: 1) Adjunctive eligibility; 2) Full income screen; and 3) Zero income declaration. Documenting self-reported adjunct program participation is **mandatory** for federal reporting requirements. It must be collected even if the participant is not proven adjunctively eligible for WIC.

Below are the required steps for each process. The steps begin after a Family has been added and the user has navigated to the **Income Information** screen in the Certification section of Quick Links.

Adjunctive Eligibility

Step One: Family Size

- Enter the number of members in the family in **Family Size**.
- Enter the number of expected infants in **No. of Expected Infants**, if applicable
- The values for **Family Size** and **No. of Expected Infants** are combined to indicate the **Total Family Size**.

The screenshot shows the 'Income Information' screen for the 'Patriot Family'. The 'Family Income' section contains three input fields: 'Family Size' with the value '4', 'No. of Expected Infants' with the value '2', and 'Total Family Size' with the value '6'. A red circle highlights these three fields.

The screenshot shows the 'Income Information' screen for the 'Packer Family'. The 'Family Income' section contains one input field: 'Family Size' with the value '4'. A red circle highlights this field.

Step Two: Self-Reported Adjunct Program Participation

- Within the **Family – Adjunct Participation** grid, select all programs that the participant or parent/guardian/caretaker self-reports participating in (if any) for each family member that is participating in WIC.
- An “**S**” (for “self-reported”) is displayed.

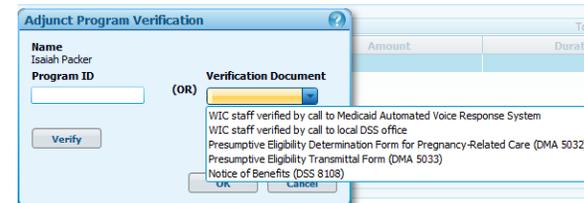
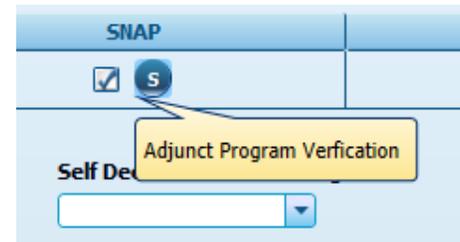
Family Income				
Family Size ★				
4				
Family - Adjunct Participation				
	SNAP	Medicaid	TANF	School Lunch
Mindy Packer	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> S	<input type="checkbox"/>	<input type="checkbox"/>
Isaiah Packer	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> S	<input type="checkbox"/>	<input type="checkbox"/>

Note: SNAP = Food and Nutrition Services (FNS) Program (Food Stamps)
TANF = Work First

Step Three: Verify Adjunct Program Participation

For at least one program selected, do the following:

- Click the **Adjunct Program Verification** button **S** to display options to document how adjunct eligibility is verified. The **Adjunct Program Verification** screen displays.
- Click **Verify** to use Online Verification (OLV) OR select a **Verification Document**.
- Click **OK** to process the screen. You are returned to the Income Information screen. If adjunct program participation is verified, a **V** is displayed instead of an **S**, and a green check **✓** mark displays under **Family Eligible** and/or next to the participant’s name in the **Family – Adjunct Participation** box. It varies depending on the program selected and whether eligibility is conferred to the entire family.



Family Income				
Family Size ★				
4				
Family - Adjunct Participation				
	SNAP	Medicaid	TANF	School Lunch
Mindy Packer	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> S	<input type="checkbox"/>	<input type="checkbox"/>
Isaiah Packer	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> V	<input type="checkbox"/>	<input type="checkbox"/>

Note:

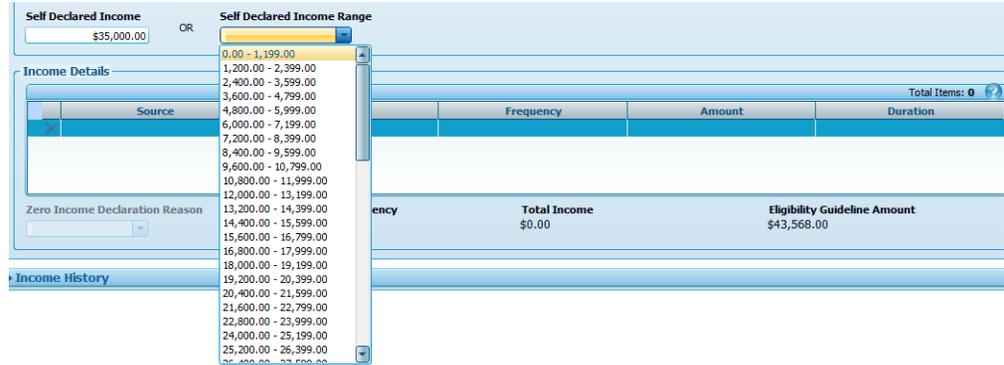
Medicaid: If a Pregnant Woman or Infant is eligible,

the entire family is eligible.

SNAP: If any member of the family is eligible, the entire family is eligible.

Step Four: Complete Self Declared Income/Range

- Enter a **Self Declared Income** (Dollar amount) or select a **Self Declared Income Range** from the drop down list.
- If the green check mark does not display, continue to the instructions for **Full Income Screen** below.
- Click **Save**. A status message displays indicating success and you are navigated to the next screen in the process, **Health Information**.



Full Income Screening

The Income Detail grid is required if family eligibility is not determined by Adjunct Program Participation Income.

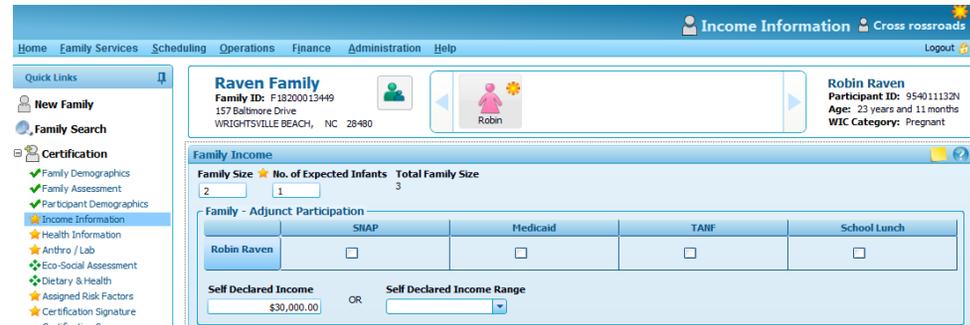
Step One: Family Size

- Enter the number of members in the family in **Family Size**.
- Enter the number of expected infants in **No. of Expected Infants**, if applicable
- The values for **Family Size** and **No. of Expected Infants** are combined to indicate the **Total Family Size**.



Step Two: Self-Reported Adjunct Program Participation

- Within the **Family – Adjunct Participation** grid, select all programs that the participant or parent/guardian/caretaker self-reports participating in (if any) for each family member that is participating in WIC.
- An “” (for “self-reported”) is displayed.

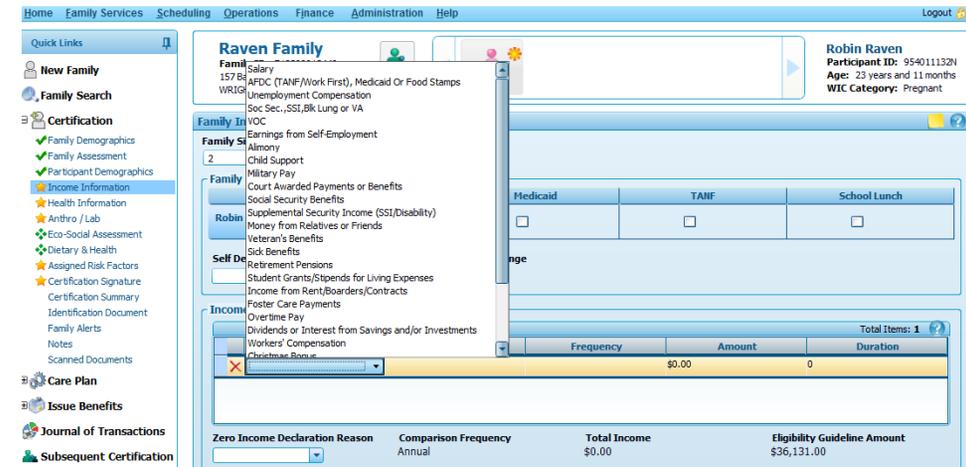
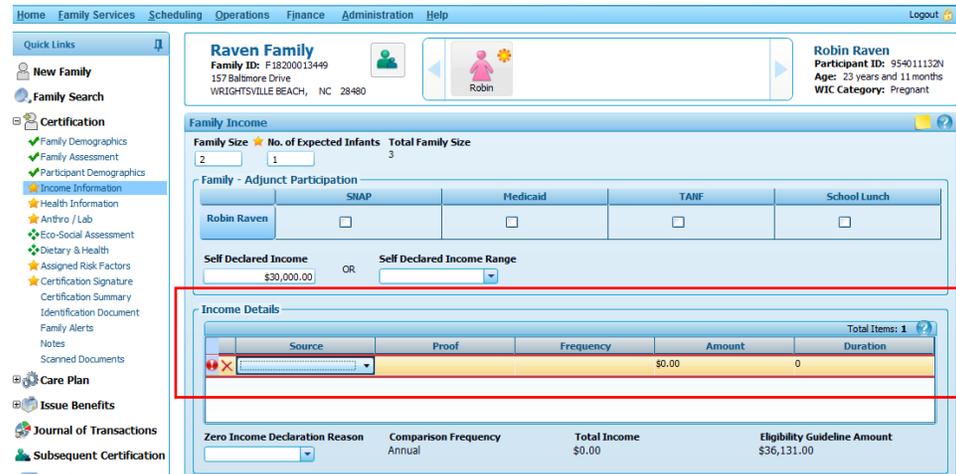


Note: SNAP = Food and Nutrition Services (FNS) Program (Food Stamps)
TANF = Work First

Step Three: Income Details

Within the **Income Details** grid, enter a row of information for **each** income source associated with the family **until all applicable income** is reported by doing the following:

- Click on the **Source** column header and select a source of income from the drop down menu.



Drop Down Menu for Source of Income

- Select the **Proof**. When no proof exists, choose “Proof Provided with Affidavit.” See **Step Four** below.

Raven Family
 Family ID: F18200013449
 157 Baltimore Drive
 WRIGHTSVILLE BEACH, NC 28480




 Robin

Robin Raven
 Participant ID: 954011132N
 Age: 23 years and 11 months
 WIC Category: Pregnant

Family Income

Family Size: 2 No. of Expected Infants: 1 Total Family Size: 3

Family - Adjunct Participation

	SNAP	Medicaid	TANF	School Lunch
Robin Raven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self Declared Income: \$30,000.00 OR Self Declared Income Range:

Income Details

Source	Proof	Frequency	Amount	Duration
✖ Salary			\$0.00	0

Zero Income Declaration Reason: Comparison Frequency: Annual Total Income: \$0.00 Eligibility Guideline Amount: \$36,131.00

- Click on the **Proof** column header and choose a proof of income from the drop down menu.

The screenshot shows the 'Family Income' application window. At the top, it displays 'Family Size' (2) and 'No. of Expected Infants' (1). Below this is a table for 'Family - Adjunct Participation' with columns for SNAP, Medicaid, TANF, and School Lunch. The 'Self Declared Income' is set to \$30,000.00. The 'Income Details' section contains a table with columns: Source, Proof, Frequency, Amount, and Duration. A red 'X' is next to the 'Salary' source, and the 'Proof' column is highlighted with a red box. A dropdown menu is open, listing various proof options. At the bottom right, 'Total Income' is 0.00 and the 'Eligibility Guideline Amount' is \$36,131.00.

Source	Proof	Frequency	Amount	Duration
Salary			\$0.00	0

Zero Income Declaration Reason

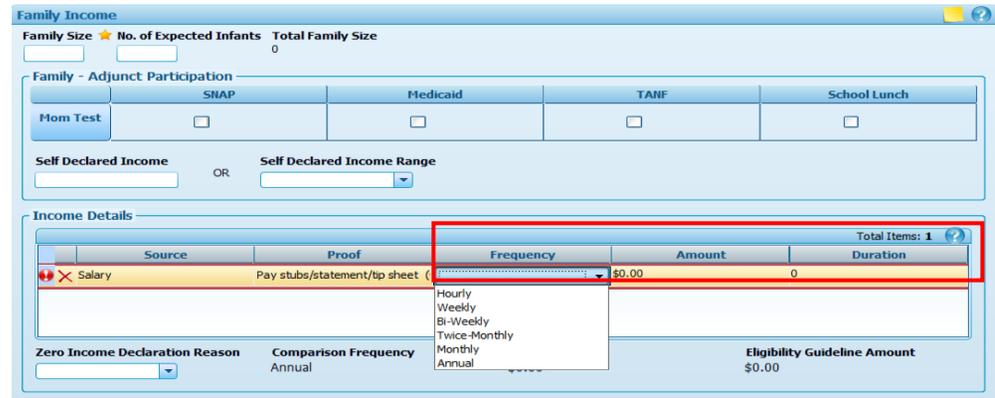
total Income 0.00 **Eligibility Guideline Amount** \$36,131.00

Income History

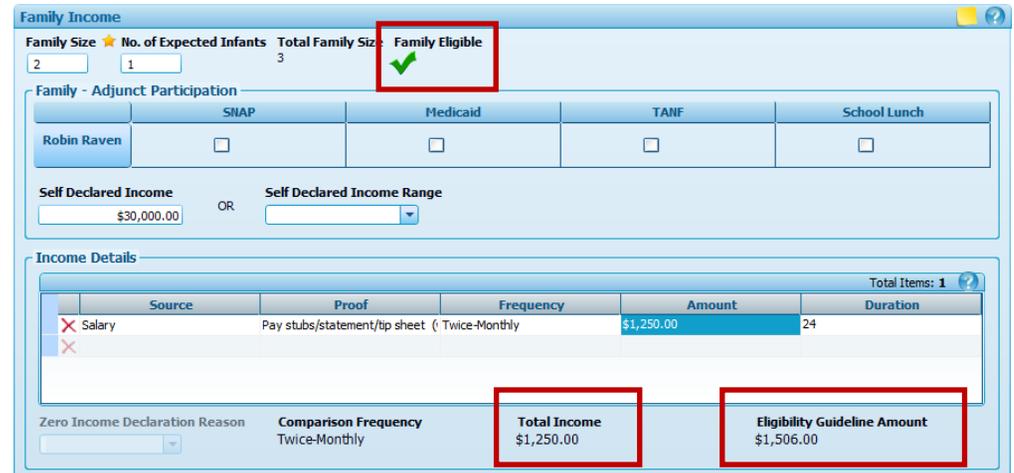
Proof Options:

- Income declared with no proof
- Pay stubs/statement/tip sheet (within 60 days)
- Statement from employer
- W-2 form (recent calendar year)
- Accounting statements (recent calendar year)
- Income tax return
- Bank statement
- Broker statement
- Military leave and earnings statement (LES)
- Statement of government benefits
- Foster care payment letter
- Grant/stipend award documentation
- Data Conversion Default
- Proof Provided with Affidavit

- Select the **Frequency**, enter the **Amount** and enter the **Duration** by clicking on the header and choosing from the drop down menu.
- **Comparison Frequency** is adjusted to annual when more than one income frequency exists for a family. Exception: hourly is included in weekly income.
- **Total Income** is calculated by the system and compared to the **Eligibility Guideline Amount**.
- If the **Total Family Income** is less than or equal to the **Eligibility Guideline Amount**, the family is income eligible. A green check  mark displays at the top of the screen.



The screenshot shows the 'Family Income' application interface. At the top, it displays 'Family Size' (2), 'No. of Expected Infants' (1), and 'Total Family Size' (3). Below this is the 'Family - Adjunct Participation' section with checkboxes for SNAP, Medicaid, TANF, and School Lunch. The 'Self Declared Income' is set to \$0.00. The 'Income Details' table has one entry: 'Salary' with a proof of 'Pay stubs/statement/tip sheet', a frequency of 'Hourly', an amount of '\$0.00', and a duration of '0'. A dropdown menu is open for the 'Frequency' column, showing options: Hourly, Weekly, Bi-Weekly, Twice-Monthly, Monthly, and Annual. The 'Comparison Frequency' is set to 'Annual' and the 'Eligibility Guideline Amount' is '\$0.00'.



The screenshot shows the 'Family Income' application interface after a successful entry. At the top, it displays 'Family Size' (2), 'No. of Expected Infants' (1), and 'Total Family Size' (3). A green checkmark icon is visible next to the 'Family Eligible' status. Below this is the 'Family - Adjunct Participation' section with checkboxes for SNAP, Medicaid, TANF, and School Lunch. The 'Self Declared Income' is set to '\$30,000.00'. The 'Income Details' table has one entry: 'Salary' with a proof of 'Pay stubs/statement/tip sheet', a frequency of 'Twice-Monthly', an amount of '\$1,250.00', and a duration of '24'. The 'Comparison Frequency' is set to 'Twice-Monthly', the 'Total Income' is '\$1,250.00', and the 'Eligibility Guideline Amount' is '\$1,506.00'.

Family Eligible

- If the Total Family Income is greater than the Eligibility Guideline Amount, the **Applicant Ineligible** icon (✘) displays at the top of screen indicating the family is not income eligible.
- **Print the Ineligibility Notice.**
- Click **Save**. The system refreshes and you are navigated to the next screen in the process.

The screenshot shows the 'Family Income' application window. At the top, it displays 'Family Size' (2), 'No. of Expected Infants' (1), and 'Total Family Size' (3). A red '✘' icon and the text 'Ineligible - Total amount exceeds Guidelines' are visible. Below this is a table for 'Family - Adjunct Participation' with columns for SNAP, Medicaid, TANF, and School Lunch. The name 'Robin Raven' is listed with checkboxes for each program. Underneath, there are fields for 'Self Declared Income' (\$30,000.00) and 'Self Declared Income Range'. The 'Income Details' section contains a table with columns for Source, Proof, Frequency, Amount, and Duration. One entry is 'Salary' with a proof of 'Pay stubs/statement/tp sheet', a frequency of 'Twice-Monthly', an amount of '\$1,600.00', and a duration of '24'. At the bottom of the details section, 'Total Income' is \$1,600.00 and 'Eligibility Guideline Amount' is \$1,506.00. The bottom of the screen features buttons for 'Scan Document', 'View Documents', 'Save', 'Cancel', and 'Print Ineligibility Notice'. The text 'Family Ineligible- Total amount exceeds Guidelines' is displayed at the bottom center.

Source	Proof	Frequency	Amount	Duration
✘ Salary	Pay stubs/statement/tp sheet	Twice-Monthly	\$1,600.00	24

Zero Income Declaration Reason	Comparison Frequency	Total Income	Eligibility Guideline Amount
	Twice-Monthly	\$1,600.00	\$1,506.00

Step Four: Income Declared with No Proof (if applicable)

- When no proof exists, choose “Proof Provided with Affidavit.”
- Click **Save**. The system refreshes and you are navigated to the next screen in the process.

Income Details

Source	Proof	Frequency	Amount	Duration
Salary	Proof Provided with Affidavit	Twice-Monthly	\$1,250.00	24

Total Items: 1

Zero Income Declaration Reason: [Dropdown]

Comparison Frequency: Twice-Monthly

Total Income: \$1,250.00

Eligibility Guideline Amount: \$1,506.00

- Navigate to the **Certification Signature** screen by using the **Quick Links** bar.
- Choose the **Affidavit for Income** checkbox. The **Affidavit for Income** appears in the **Certification Documents** grid.

Quick Links

- New Family
- Family Search
- Certification
 - Family Demographics
 - Family Assessment
 - Participant Demographics
 - Income Information
 - Health Information
 - Antiretro / Lab
 - Eco-Social Assessment
 - Dietary & Health
 - Assigned Risk Factors
 - Certification Signature
 - Certification Summary
 - Identification Document
 - Family Alerts
 - Notes
 - Scanned Documents
- Care Plan
- Issue Benefits
- Journal of Transactions
- Subsequent Certification
- Scheduling System
 - Family Appointments
 - Quick Appointments
 - Clinic Master Calendar

Raven Family
Family ID: F18200015449
157 Baltimore Drive
WRIGHTSVILLE BEACH, NC 28480

Robin Raven
Participant ID: 954011132N
Age: 23 years and 11 months
WIC Category: Pregnant

Certification Signature

Signature for:

- Rights and Responsibilities
- Affidavit for Identity
- Affidavit for Residency
- Affidavit for Income
- Release of Information

Certification Documents

- Rights and Responsibilities
- Affidavit for Income

- Print the affidavit; complete the Reason for Lack of Proof of Income.
- Have the participant/parent/guardian/caretaker sign the affidavit.
- See the Interim WIC Program Manual, Chapter 6B, Section 5, pages 15-16 for acceptable reasons for No Proof.

Certification Signature

Signature for

- Rights and Responsibilities
- Affidavit for Identity
- Affidavit for Residency
- Affidavit for Income
- Release of Information

Certification Documents

▶ Rights and Responsibilities

▼ Affidavit for Income

**AFFIDAVIT ATTESTING TO INCOME
FOR
WOMEN, INFANTS, AND CHILDREN (WIC) BENEFITS**

954011132N

The North Carolina WIC Program requires each applicant to show proof of income to apply for the WIC Program. Please read the following statement before completing this form.

I understand that by completing, signing, and dating this form I am certifying that the information I am providing is correct. I understand that intentional misrepresentation may result in paying the State agency, in cash, the value of the food benefits

Capture Signature Cancel

Certification Signature

Signature for

- Rights and Responsibilities
- Affidavit for Identity
- Affidavit for Residency
- Affidavit for Income
- Release of Information

Certification Documents

▼ Affidavit for Income

REASON FOR LACK OF PROOF OF INCOME

(Applicant/Participant/Parent/Guardian/Caretaker Signature)

Capture Signature Cancel

- Return to the **Income Information** screen and choose the **Scan Document** button to scan the affidavit back into the system.

Raven Family
 Family ID: F18200013449
 157 Baltimore Drive
 WRIGHTSVILLE BEACH, NC 28480

Robin Raven
 Participant ID: 954011132N
 Age: 23 years and 11 months
 WIC Category: Pregnant

Family Income
 Family Size: 2, No. of Expected Infants: 1, Total Family Size: 3, Family Eligible:

Family - Adjunct Participation

	SNAP	Medicaid	TANF	School Lunch
Robin Raven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self Declared Income: \$30,000.00 OR Self Declared Income Range:

Income Details (Total Items: 1)

Source	Proof	Frequency	Amount	Duration
Salary	Proof Provided with Affidavit	Twice-Monthly	\$1,250.00	24

Zero Income Declaration Reason:
 Comparison Frequency: Twice-Monthly
 Total Income: \$1,250.00
 Eligibility Guideline Amount: \$1,506.00

Income History

Scan Document | View Documents | Save | Cancel | Print Eligibility Notice

Zero Income Declaration

The **Zero Income Declaration Reason** field is required when the family reports zero income and Adjunctive Income Eligibility cannot be verified. For more information about Zero Income Declaration, see the Interim WIC Program Manual, Chapter 6B, Section 5, page 16.

Step One: Family Size

- Enter the number of members in the family in **Family Size**.
- Enter the number of expected infants in **No. of Expected Infants**, if applicable
- The values for **Family Size** and **No. of Expected Infants** are combined to indicate the **Total Family Size**.

Family Income

Family Size No. of Expected Infants Total Family Size 6

Family Income

Family Size

Step Two: Self-Reported Adjunct Program Participation

- Within the **Family – Adjunct Participation** grid, select all programs that the participant or parent/guardian/caretaker self-reports participating in (if any) for each family member that is participating in WIC.
- An “” (for “self-reported”) is displayed.

Family Income				
Family Size <input type="text" value="4"/>				
Family - Adjunct Participation				
	SNAP	Medicaid	TANF	School Lunch
Mindy Packer	<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
Isaiah Packer	<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>

Note: SNAP = Food and Nutrition Services (FNS) Program (Food Stamps)
TANF = Work First

Step Three:

- Leave the **Self Declared Income** and **Self Declared Income Range** fields and the **Income Details** grid blank.
- Note that the **Zero Income Declaration Reason** field is disabled if an entry appears in the **Self Declared Income** or **Self Declared Income Range** fields.

The screenshot shows the 'Family Income' section for 'Colt Family'. The 'Family Size' is 3. Under 'Family - Adjunct Participation', 'Carson Colt' is listed with 'SNAP' checked. The 'Self Declared Income' and 'Self Declared Income Range' fields are highlighted with a red box. Below this, the 'Income Details' table is empty. At the bottom, the 'Zero Income Declaration Reason' field is disabled, while 'Comparison Frequency' is set to 'Annual', 'Total Income' is '\$0.00', and 'Eligibility Guideline Amount' is '\$36,131.00'.

This screenshot shows the same 'Family Income' form, but with the 'Self Declared Income Range' dropdown menu set to '24,000.00 - 25,199.00'. This field is also highlighted with a red box. The 'Zero Income Declaration Reason' field is now disabled, as indicated by a greyed-out appearance. The 'Income Details' table remains empty, and the summary information at the bottom is consistent with the previous screenshot.

Zero Income Declaration Reason is disabled if an entry appears in the **Self Declared Income** or **Self Declared Income Range** fields

- Select "No Income" from the **Zero Income Declaration Reason** drop down list box.
- A green check  mark displays at the top of the screen.
- Click **Save**. A status message displays indicating success and you are navigated to the next screen in the process.

Colt Family
Family ID: F18200013450
125 Football Lane
WRIGHTSVILLE BEACH, NC 28480

Carson Colt
Participant ID: 9540111607
Age: 3 years and 11 months
WIC Category: Child

Family Size: 3

Family - Adjunct Participation

	SNAP	Medicaid	TANF	School Lunch
Carson Colt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self Declared Income OR Self Declared Income Range

Income Details

Source	Proof	Frequency	Amount	Duration
Total Items: 0				

Zero Income Declaration Reason: **No Income** (highlighted in red box)

Comparison Frequency: Annual

Total Income: \$0.00

Eligibility Guideline Amount: \$36,131.00

Colt Family
Family ID: F18200013450
125 Football Lane
WRIGHTSVILLE BEACH, NC 28480

Carson Colt
Participant ID: 9540111607
Age: 3 years and 11 months
WIC Category: Child

Family Size: 3 **Family Eligible** (highlighted in red box)

Family - Adjunct Participation

	SNAP	Medicaid	TANF	School Lunch
Carson Colt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self Declared Income OR Self Declared Income Range

Income Details

Source	Proof	Frequency	Amount	Duration
Total Items: 0				

Zero Income Declaration Reason: **No Income**

Comparison Frequency: Annual

Total Income: \$0.00

Eligibility Guideline Amount: \$36,131.00

Scan Document View Documents **Save** Cancel Print Ineligibility Notice

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Federal Poverty Income Guidelines

Once the size and gross income of the economic unit have been determined and documented, staff use the poverty income guidelines included in the chart below to determine income eligibility. The guidelines are published by the U.S. Department of Health and Human Services (DHHS).

185% of Federal Poverty Guidelines (Effective July 1, 2016)					
Size of Economic Unit	Maximum Gross Income				
	Annual	Monthly	Weekly	Bi-Weekly	Twice Monthly
1	\$21,978	\$1,832	\$423	\$846	\$916
2	\$29,637	\$2,470	\$570	\$1,140	\$1,235
3	\$37,296	\$3,108	\$718	\$1,435	\$1,554
4	\$44,955	\$3,747	\$865	\$1,730	\$1,874
5	\$52,614	\$4,385	\$1,012	\$2,024	\$2,193
6	\$60,273	\$5,023	\$1,160	\$2,319	\$2,512
7	\$67,951	\$5,663	\$1,307	\$2,614	\$2,832
8	\$75,647	\$6,304	\$1,455	\$2,910	\$3,152
9	\$83,343	\$6,946	\$1,603	\$3,206	\$3,473
10	\$91,039	\$7,587	\$1,751	\$3,502	\$3,794
11	\$98,735	\$8,228	\$1,899	\$3,798	\$4,114
12	\$106,431	\$8,870	\$2,047	\$4,094	\$4,435
13	\$114,127	\$9,511	\$2,195	\$4,390	\$4,756
14	\$121,823	\$10,152	\$2,343	\$4,686	\$5,076
15	\$129,519	\$10,794	\$2,491	\$4,982	\$5,397
16	\$137,215	\$11,435	\$2,639	\$5,278	\$5,718
For each additional member of economic unit, add:					
	+ \$7,696	+ \$642	+ \$148	+ \$296	+ \$321

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What Counts Towards Gross Income For WIC Program Eligibility

Counts Towards Gross Income	DOES <u>NOT</u> Count Towards Gross Income
<ul style="list-style-type: none"> ▪ salaries, wages, commissions, fees, tips ▪ overtime pay ▪ earnings from self-employment ▪ dividends or interest from savings, stocks, bonds, other investment income, or net rental income ▪ public assistance or welfare payments ▪ unemployment compensation ▪ alimony and child support payments ▪ military allotments including re-enlistment bonuses, jump pay, and uniform allowance (<i>refer to the other side for more information on military income as indicated on military leave and earning statements</i>) ▪ Social Security benefits ▪ Veterans Administration benefits ▪ Supplementary Security Income (SSI) benefits (includes disability) ▪ retirement and pension payments ▪ workers compensation ▪ student grants/stipends paid to the student for living expenses ▪ Christmas bonuses, prize winnings, lottery winnings ▪ money received from individuals not living in the household ▪ cash income including but not limited to cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which are readily available to the family ▪ foster care payment 	<ul style="list-style-type: none"> ▪ money earned by children for baby-sitting, lawn mowing and other such tasks. ▪ military housing benefits (on-base or off-base). ▪ cost of living allowance for military personnel on duty outside of the contiguous 48 states (OCONUS COLA). ▪ mandatory salary reduction amount for military service personnel which is used to fund the Veteran's Educational Assistance Act. ▪ value of in-kind benefits. ▪ short term, non-secured loans ▪ value of Earned Income Tax Credit (EITC) refund/payment. ▪ value of any child care payments <ul style="list-style-type: none"> - made under section 402(g)(1)(E) Social Security Act - provided or paid for under the Child Care and Development Block Grant Act. ▪ the value of assistance to children or families under the: <ul style="list-style-type: none"> - National School Lunch Act. - Child Nutrition Act of 1966. - Food Stamp Act of 1977. ▪ payments to volunteers under: <ul style="list-style-type: none"> - Title I (VISTA) and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973 - Section 8 (b) (1) (B) of the Small Business Act (SCORE and ACE). ▪ payments/reimbursements received under any of the following Acts: <ul style="list-style-type: none"> - Job Training Partnership Act - Low Income Energy Assistance Act - Disaster Relief Act of 1974 - Carl D. Perkins Vocational Education Act - Old Age Assistance Claims Settlement Act - Cranston-Gonzales National Affordable Housing Act - Housing and Community Development Act of 1987. - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 - Agent Orange Compensation Exclusion Act - Economic Stimulus Act of 2008 ▪ student financial assistance received from any program funded in whole or part under: <ul style="list-style-type: none"> - Title IV of the higher Educational Opportunity Grant, - State Student Incentive Grants, - National Direct College Student Loan, - PLUS, - College Work Study and Byrd Honor Scholarship programs. ▪ Filipino Veterans Equity Compensation Fund payments ▪ other exclusions listed in 7CFR 246.7(d)(iv)

Military Leave & Earnings Statement (LES)

Type	Description	Counts as Income for WIC**
BAH	BASIC ALLOWANCE FOR HOUSING	NO
BAS	BASIC ALLOWANCE FOR SUBSISTENCE	YES
BASE	BASE PAY	YES
CARSEA	CAREER SEA PAY	YES
CEFIP	CAREER ENLISTED FLYER INCENTIVE PAY	YES
CIP	COMBAT RELATED INJURY AND REHAB PAY	NO
CLOTHING	CLOTHING ALLOWANCE	YES*
CMAI	CIVILIAN CLOTHING MAINTAINANCE ALLOWANCE	YES*
COLA	COST OF LIVING ALLOWANCE	YES
FDP	FOREIGN DUTY PAY	YES
FLPP	FOREIGN LANGUAGE PROFICIENCY PAY	YES**
FLY	FLY PAY	YES
FSA	FAMILY SEPARATION ALLOWANCE	YES**
FSH	FAMILY SEPARATE HOUSING	NO
FSSA	FAMILY SUBSIST SUPPLEM ALLOWANCE	NO
HDIP	HAZARDOUS DUTY INCENTIVE PAY	YES**
HDP	HARDSHIP DUTY PAY	YES**
HDP-L	HARDSHIP DUTY PAY - LOCATION	YES**
HDP-M	HARDSHIP DUTY PAY - MISSION	YES**
HFP / IDP	HOSTILE FIRE PAY / IMMINENT DANGER PAY	YES**
JUMP	JUMP PAY	YES
OCONUS COLA	OVERSEAS CONTINENTAL U.S.	NO
OHA	OVERSEAS HOUSING ALLOWANCE	NO
OLA	OVERSEAS LIVING ALLOWANCE	NO
SAVE	A CALCULATED DIFFERENCE IN GRADE PAY	YES*
SBP	MILITARY SURVIVOR BENEFITS PLAN	YES
SDAP	SPECIAL DUTY ASSIGNMENT PAY	YES**
SEA PAY	CAREER SEA PAY	YES
SEB	SERVICE MEMBER ENLISTMENT BONUS	YES*
SEP	SEPARATION PAY	YES
SPEC	SPECIAL FORCES	YES
SRB or SRBP	SELECTIVE RE-ENLISTMENT BONUS PAYMENT	YES*
TDY	TEMPORARY DUTY	YES
TLA	TEMPORARY LODGING ALLOWANCE	NO
REBATE	REBATE	NO

For information about other types of income that appear on the LES, go to: www.dfas.mil/ . Under Quick Links select "Reference Library", then under Additional References select "Abbreviations and Acronyms List"

* use 1/12th the amount listed when using monthly income to determine income eligibility

** If determined to be combat pay, exclude from calculation of gross income. Refer to Section 4 for more information on combat pay and determination of gross income.