

63-252 Determining Household Eligibility and Benefit Levels of a Change Reporting (CR) Household

Table of Content

| | Section |
|---|---------|
| Eligibility or Ineligibility during the First Two Months of Application | 252.1 |
| Anticipating Income for CR Households | 252.2 |
| Averaging Income for CR Households | 252.3 |

63-252.1 Eligibility or Ineligibility during the First Two Months of Application

The determination of benefits in a CR household, based upon reported, estimated or anticipated changes, may result in a household being eligible for the month of application, but ineligible in the subsequent month.

- A household may be ineligible for the month of application but eligible in the subsequent month due to reported, estimated, or anticipated changes in circumstances.
- Even though denied for the month of application, the household does not have to reapply in the subsequent month.

The same application will be used for the denial month of application, and for the determination of eligibility for subsequent months.

63-252.2 Anticipating Income for CR Households

For purposes of determining the household's eligibility and level of benefits, take into account the income already received by the household during the month of application and any anticipated income the household and the worker are reasonably certain will be received during the remainder of the certification period.

- If the amount of income that will be received, or when it will be received is uncertain, the portion of the household's income that is uncertain will not be counted.
- A household anticipating income from a new source such as a new job may be uncertain as to the timing and the amount of the initial payment. These monies will not be anticipated unless there is reasonable certainty concerning the month in which the payment will be received and in what amount.

If the exact amount of the income is not known, that portion which can be anticipated with reasonable certainty will be considered income.

- Income received during the past 30 days will be used as an indicator of the income that is and will be available to the

household during the certification period unless changes in income have occurred or can be anticipated.

- If income fluctuates to the extent that a 30-day period alone cannot provide an accurate indication of anticipated income, **the worker and the household** may use a longer period of past time if it will provide a more accurate indication of anticipated fluctuations in future income.
- If the household's income fluctuates seasonally, it may be appropriate to use the most recent season comparable to the certification period rather than the last 30 days as an indicator of anticipated income. In many cases of seasonally fluctuating income, the income also fluctuates from one season in one year to the same season the next year.
- The worker should not use past income as an indicator of anticipated income when changes in income have occurred or can be anticipated during the certification period.
- Income reasonably anticipated during the certification period will be counted as income only in the month expected to be received, unless the income is averaged. Whenever a full month's income is anticipated but is received on a weekly or biweekly basis the worker will convert the income to a monthly amount by multiplying weekly amounts by 4.33 and biweekly amounts by 2.167.

63-252.3
Averaging
Income for CR
Households

Households, except destitute households (Refer to [63-243.5](#) for definition) and PA households subject to a monthly reporting requirement for PA, may elect to have their income averaged. To average income the worker shall use the household's anticipated income fluctuations over the certification period. The number of months used to arrive at the average income need not be the same as the number of months in the certification period.

If fluctuating income for the past 30 days and the month of application are known, and with reasonable certainty are representative of the income fluctuations anticipated for the coming months, the income from the two known months may be averaged and projected over a certification period of longer than two months.

Households which derive income by contract or self-employment will have their income averaged. This does not apply to a migrant or seasonal farm worker household.

Households which receive scholarships, deferred educational loans, or other educational grants will have such income averaged over the period for which it was provided.
