

90-400.04. EARNED INCOME

**A.
General**

This section provides information regarding the treatment of earned income in the GR Program.

**B.
Policy**

Earned income is any income received in cash or in-kind (other than for Basic Needs) such as wages, salary, commissions, or profit from business enterprises in which the applicant is or was engaged as a self-employed individual or as an employee.

Net Earned Income is applied against the GR budget. Net Earned Income is gross earnings minus allowable deductions.

**C.
Deductions**

Deductions shall be verified by viewing pay stubs or contact with the employer. Workers must allow deductions as shown in the table below.

Step	Action
1	Allow minimum amounts of mandatory involuntary deductions for income taxes, OASDI, SDI, meals, insurance, retirement, and union dues.
2	Allow the verified expense of equipment, materials, and clothing to maintain or gain employment.
3	Allow reasonable transportation costs required by employment, including commuting, as stated by the applicant/recipient. <ul style="list-style-type: none">• Fifteen cents per mile for mileage driven in the applicant's/ recipient's own car. To qualify for this deduction, the auto must be declared as property on the GR Statement of Facts.• Seven cents per mile for mileage driven in any vehicle not owned by the applicant.• The minimum actual expense of bus or taxi as verified by receipts provided by the applicant/recipient. A sworn statement may be accepted as verification of public transportation so long as this expense does not exceed the authorized rate of the monthly bus saver pass.

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D. Seasonal Income Income from seasonal employment, such as farm labor, is applicable only to the period of actual employment. The income is normally applied to the GR budget as received, but may be apportioned monthly and equally over the employment period if held as a lump sum until employment termination. Contact with the employer or applicant who has been provided pay information by the employer will establish the employment period.

E. Income from Employment Contracts Income from contracted employment, such as teaching, fishing or farming may be apportioned monthly and equally over the contract period whether currently employed or not, and whether received at regular periods or not. The employer or applicant provided pay information will establish the employment period.

F. Census Income Census income is treated as earned income. When evaluating Census income, workers must take into consideration that this is temporary employment.
