

This package includes the printed material that you will need for the Food Stamps Financial Eligibility Course. It is 3 pages, and includes the following:

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## Verification of Income

Income must be verified at initial application; income verification may be delayed for expedited applications.

To verify income:

**FIRST**, check GA Gateway to see if income has previously been verified. If, for example, RSDI (Social Security) income was previously verified with an annual award letter, this may be used as verification of income for the new application as well.

Also check DIS (Document Imaging System) if available for income verification. DIS checks OFI, Child Care, and Child Support records.

**NEXT**, check all available interfaces for possible income verification including (but not limited to):

- ✓ Work Number
- ✓ SDX/BENDEX
- ✓ DOL New Hire alert
- ✓ DOL UCB match

**IF** income cannot be verified through an interface, make a telephone call if possible to obtain the needed verification. When verifying income by telephone, be sure to document the number called, person spoken with and title, and exact information from the call.

**FINALLY**, if verification cannot be obtained through an interface, accept verification from the client including (but not limited to):

- ✓ Telephone call--
- ✓ pay stubs
- ✓ award letter
- ✓ copy of check reflecting gross income
- ✓ written statement from payment source
- ✓ computer match
- ✓ Form 809 – Verification of Earned Income Form

If all other attempts to verify income are unsuccessful and the client has cooperated with previous attempts to obtain verification accept the written statement of the client to verify income.

For weekly or bi-weekly stable income, verify four weeks

For monthly income, verify two months

For unstable fluctuating income, verify three months

### **TERMINATED INCOME**

If the income is terminated within 30 days of the application, the last date of employment must be verified.

If income from the terminated source will be included (for example, the client will receive one or more checks during the month of application), the date and amount of the final payments must be verified.