

Topic	Included and Excluded Income Sources with Verifications	ID #	14.10-19.03
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All sources of income count towards Social Services Block Grant (SSBG) eligibility whether the source is fixed, such as social security, or more variable, such as hourly income, and must be verified with copies of documentation kept in each client's file. Each piece of income verification must be identifiable as belonging to a specific member of the household.

Current Family Assistance case management system (CMS) printouts can be used as the sole source of income verification provided that:

1. the Assistance Group includes the SSBG applicant.
2. the Family Assistance case is currently open and active.
3. the members of the Assistance Group are clearly displayed and they match the members of the SSBG household according to the rules of what Family Assistance allows.

Example: If a client provides income verification from SNAP showing John and Jane Doe purchase and prepare food together, then the SSBG household must also include both John and Jane Doe.

4. if the applicant's household includes more members than are represented in the Assistance Group, income verification is provided for the additional individuals in the household.

This document provides instruction for how to verify the most common sources of income and lists the most frequent allowable exclusions. Tennessee Department of Human Services (TDHS) program staff should be consulted regarding income sources and exclusions not found in the tables below.

Income	Acceptable Forms of Verification
Gross wages and salaries	<ul style="list-style-type: none"> • Documentation provided as income verification must show proof of both current and representative income. Eligibility determination will be made using paycheck stubs showing eight (8) weeks' worth of pay. If current income is not representative, agencies may use year-to-date (YTD) income. When YTD pay is not available, it is acceptable to use eight (8) weeks' worth of consecutive paycheck stubs from the period beyond the current three months, as long as the reason is documented, and the period used is reasonably determined to be the most representative of annual income. • Signed/dated statements from employers (must include amount, company, name/title of writer) • Printed verification of gross pay/benefits

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<p>Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses).</p>	<ul style="list-style-type: none"> • Tax forms including the most recently filed quarterly forms • Two months of bank statements showing income
<p>Regular gross payments from Social Security, Social Security Disability (SSD), and Supplemental Security Income (SSI). (Money withheld for Medicare premiums is considered income.)</p>	<ul style="list-style-type: none"> • Annual statement of benefits • Printed verification of gross pay/benefits
<p>Regular gross payments from Temporary Assistance for Needy Families (TANF), railroad retirement, strike benefits from union funds, workers compensation, veteran's payments, and military family allotments.</p>	<ul style="list-style-type: none"> • Annual/quarterly/monthly statement of benefits • Printed verification of gross pay/benefits
<p>Unemployment compensation</p>	<ul style="list-style-type: none"> • Statement of benefits • Printed verification of gross pay/benefits • For the purposes of determining SSBG eligibility, the contracting agency's employee must first determine the prospective client's remaining weeks of unemployment benefits. These are calculated from the date the SSBG application is signed. <p>The number of remaining weeks is then multiplied by the amount of the weekly benefit, totaling the prospective client's annual income. (To be annualized according to section 1.i. in 14.01 Social Services Block Grant Eligibility.)</p> <p>Unemployment income must be annualized and combined with all other household income before eligibility can be established. Documentation of the weekly benefit amount and number of remaining weeks must be placed in the client file.</p>
<p>Regular gross payments from spousal support or child support, or from any absent family member or other person not living in the household.</p>	<ul style="list-style-type: none"> • Printed verification of gross payments • Agencies should ask whether members of the household are recipients of child or spousal support. Proof of payments received can include duplicate receipts written for cash, bank statements, pay histories from a state child support system, and/or notarized affidavits of direct payment.

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Foster care payments, guardianship payments, adoption assistance, and foster grandparent payments	<ul style="list-style-type: none"> Printed verification of gross monthly payments from a state or territory case management system or its web-based portal Written verification from a state or territory case manager on state/territory letterhead A copy of a signed court order for payments to take place from a state or territory to a member of the household
Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.	<ul style="list-style-type: none"> Annual/quarterly/monthly statement of benefits Printed verification of gross pay/benefits
Dividends and/or interest	<ul style="list-style-type: none"> Annual/quarterly/monthly statement of benefits Printed verification of dividends/interest
Net rental income and net royalties	<ul style="list-style-type: none"> Copies of court orders or legal documents Printed verification of net income/royalties
Legal settlements, one-time insurance payments, or compensation for injury	<ul style="list-style-type: none"> Copies of court orders or legal document Printed verification of gross settlements/payments
Receipts from estates or trusts	<ul style="list-style-type: none"> Copies of court orders or legal document Printed verification of gross payments/benefits
Net gambling or lottery winnings	<ul style="list-style-type: none"> Annual/quarterly/monthly statement of winnings Printed verification of net winnings Tax form W-2G
Black Lung benefits excluding the initial twenty dollars (\$20) of each month's payment	<ul style="list-style-type: none"> Copies of court orders or legal document Annual/monthly statement of benefits Printed verification of gross pay/benefits

SSBG counts the following as exclusions for the purposes of determining applicant eligibility:

Exclusions
Utility allowances provided to beneficiaries of public housing and Section 8 of the Housing Act of 1937.
Capital gains
Any assets drawn down as withdrawals from a bank
Money received from the sale of property (Land, house, building, or car)
One-time payments from a welfare agency to a family or person who is in temporary financial difficulty
Tax refunds

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Gifts, loans or lump-sum inheritances
Non-cash benefits, such as the employer-paid or union-paid portion of health insurance
Employee fringe benefits, food, mileage, stipend, travel, or housing received in lieu of wages
The value of food and fuel produced and consumed on farms
The imputed value of rent from owner-occupied non-farm or farm housing. (For example: An SSBG client owns a home and lives there. They give a room to a family member or caregiver. The unpaid (imputed) room rent does not count as income for the client.)
Federal non-cash benefit programs such as Medicare, Medicaid, Supplemental Nutrition Aid Program (SNAP), child care assistance, school lunches, and housing assistance. (Medicare premiums for Parts B, D, etc. are not excluded. Neither are moneys accrued from the Low Income Subsidy (LIS) that offsets out-of-pocket costs for Medicare Part D. The full gross amount of regular Social Security payments is counted.)
Earned income for a child under the age of eighteen (18)
Payments to Vista volunteers
Income received under Title V of the Older Americans Act
Education benefits received under the GI Bill
Veterans Administration Aid and Attendant Care benefits
Moneys paid by the Tennessee Department of Human Services (TDHS) Child Care Program to the client's household for providing child care services for family members.
Military combat zone pay