

Income Eligibility Requirement**Policy No. CT- 800.03**

Effective Date: October 1, 2016

No. of Pages: 2

Policy

When determining program eligibility, the local agencies (LA) must verify and document an applicant's income at each certification. An applicant's income must be documented at or below 185% of the current federal poverty level for their family size using current [WIC Income Guidelines](#) to receive WIC services/benefits. The income verification must reflect a full thirty days of income. All household members' income must be included when determining a participant's income eligibility.

Purpose

To ensure applicants are income eligible for Georgia WIC Program prior to receiving benefits.

Procedures

- I. Verify the applicant's enrollment in Medicaid, Food Stamps and/or Temporary Assistance for Needy Families (TANF), using the [Adjunctive Eligibility Policy](#), prior to requesting other types of proof of income.

Calculate income in Georgia Gateway if participant is not adjunctively eligible.

- A. Determine the family size and Applicant Group. [See Family, Household, and Economic Unit Policy](#);

- B. Calculate the earned income for the family using the income submitted by the applicant/participant.

Weekly = 4 paystubs

Bi-weekly = 2 - 3 paystubs

Bi-monthly = 2 paystubs

Monthly = 1 paystub

- C. Complete the unearned income questions if the participant receives any payments other than wages (child support, pension, social security income, contributions, etc.) on the gatepost page in Gateway.
- D. Complete the self-employment questions if the applicant group has income from a business owned by anyone in the group on the gatepost page in Gateway.

- II. Refer to [Identification, Residency and Income Code Reporting Chart](#) for a list of allowed documents and codes for verifying income.

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- III. Use the [Client Statement Form](#), if an applicant is unable to provide proof of income at the certification visit. The form must be copied/scanned into the participant's record.
- IV. Count a foster child as a family of one and use Medicaid for adjunctive eligibility.
- V. When calculating income for military participants:
 - A. Review the Leave and Earning Statement (LES) and find the amount received.
 - B. Subtract all applicable income exclusions including combat pay (See [Military Inclusions/Exclusions Chart](#))

Authority

7 CFR § 246.7(c)(1)(ii)

7 CFR § 246.7(d)(2)(i) – (ii)

7 CFR § 246.7(d)(2)(v)

7 CFR § 246.7(d)(2)(vii) – (ix)

WIC Final Policy Memorandum #2016-3, *Publication of the 2016-17 WIC Income Eligibility Guidelines*WIC Policy Memorandum #2013-3, *Income Eligibility Guidance***Definitions/Supporting Information**

Combat zone: Any area that the President of the United States designates by Executive Order as area in which the U.S. Armed Forces are engaging or have engaged in combat. Combat pay received by the service members is normally reflected in the entitlements column of the military LES. Combat pay is excluded.

Income: Income is calculated as gross cash income before deductions for income taxes, employee's social security taxes, insurance premiums, child support, bonds, and similar payments.