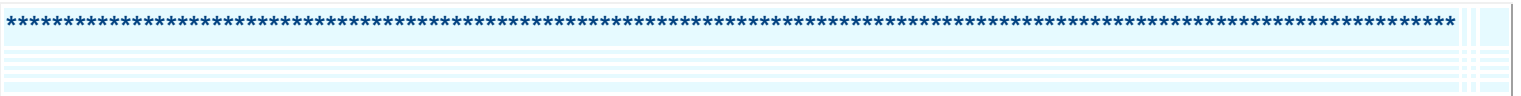


Department of Social and Health Services  
Olympia, Washington  
**EAZ Manual**

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**Summary**

Updated Special Circumstances for Budgeting Income and Expenses by adding #7 about Partial Unemployment Compensation.  
See below for edited text:



**Special Circumstances for Budgeting Income and Expenses**

**Self Employment.** See:

- [Calculating Self Employment Income- For Basic Food Benefits](#)
- [Calculating Self Employment Income - For TANF, SFA, PWA, ABD, MCS, and Family Medical](#)
- [Calculating Self Employment Income – For Children’s and Pregnancy Medical Programs](#)
- [Calculating Self Employment Income – For SSI Related Medical](#)

2. **Clients that receive their annual income over a timeframe less than a year under contract:** 1. When a client gets their annual income over a period of less than a year as a part

of the client's employment contract, average their annual income and hours over a 12-month period unless the client is:

1. A migrant or seasonal farmworker; or
2. Paid on an hourly or piecework basis.

**3. Other contract income:**

1. If a client's income that is paid under contract is **not the client's annual income (yearly)**, we average the income over the period of time the contract income covers unless the client is:
  1. A migrant or seasonal farmworker; or
  2. Paid on an hourly or piecework basis.
2. Examples of employees that may receive their income under contract include:
  1. School Employees;
  2. Bus Drivers;
  3. Farmers; and
  4. Fishers.

**NOTE:**

For employed TANF clients paid on a piecework basis, record the corresponding hours to the pay frequency as any other pay rate. If the hours are unavailable as part of the income verification process, use the following formula to estimate piecework hours: - Take the gross anticipated income for the pay period; and - Divide by the federal minimum wage, currently \$7.25. Enter the appropriate amount in the 'hours' field consistent with the job's pay frequency.

**EXAMPLE:**

Linda is employed as a teacher for Evergreen School District. As allowed under her contract, she receives her annual salary of \$31,002 in the months of September through June of each year. Because this is the client's annual income, we budget 1/12 of the client's yearly income (\$2583.50) for each month even though she doesn't receive a paycheck from the school district in July or August. If she receives TANF, enter her annual hours to correspond with the annual pay frequency. However, if we are budgeting by the individual month, budget the actual hours anticipated for the month.

**EXAMPLE:**

Jordan is applying for ABD cash receives \$12,600 every December from a trust fund that was set up to distribute an inheritance from his grandmother. The fund cannot be accessed in any other manner. We average this income throughout the entire year and budget \$1,050 monthly.

**EXAMPLE:**

Bob is on TANF and is paid per bushel of cherries picked. His wage stubs clearly verify his weekly income, but do not indicate his hours worked. The weekly pay we are budgeting based on the verification is \$200.00. To estimate his work hours, we divide \$200 by \$5.15 to get 38.83 weekly hours. We enter 39 hours, consistent with the pay frequency we used to budget his income.

**4. Budgeting the earned income of a child turning age 18:**

1. Count or exclude the earned income of a child according to [WAC 388-450-0070](#). For cash assistance, consider a client to be a child if they meet the requirements of [WAC 388-404-0005](#).
2. We use a child's age on the first day of the month as the child's age for that month.

**EXAMPLE:**

If a child turns 18 on August 8, consider them as 17 in August and 18 in September. For Basic Food, you would not budget the child's earnings for August and would budget the income in September.

**NOTE:**

ACES reads the age of the child as well as their student status and applies this rule.

**5. Budgeting child support that fluctuates :**

You can use either AM or CA to budget child support you expect a client to receive. Determine the amount to budget based on what you can reasonably expect knowing the client's current support, what they received in the past, and changes that you anticipated changes. Document your decision as described in Documentation.

When you know of a change in child support income, decide if the new amount is something you can expect to continue or if the original estimate was valid.

1. If the support is paid through DCS, you can contact DCS and the client to determine if:
  1. There was a change that would impact your estimate for the monthly support (such as a new support order); or
  2. The change could be explained by some short-term situation such as:
    1. Job changes, with a lag between the start of the job and the start of the payroll deduction for support;
    2. Was making larger payments for a period of time to pay arrears, and is now caught up; or
    3. Was off work for a period of time and DCS was unable to collect support.
2. If the support is not paid through DCS, you can contact the client and request information to help determine why the support changed.

**NOTE:**

If you decide the amount budgeted should be changed, see [WAC 388-418-0020](#) to determine the effective date of the change. For clients that receive support through DCS, consider the change as known to the department and don't require additional verification of the amount.

**NOTE:**

For Basic Food, if the entire amount of child support arrears is paid off in a single payment, consider the amount for arrears as a lump sum payment and count it as a resource. Count any amount for current support as unearned income. See [WAC 388-470-0055](#) for information on lump sums.

6. **Budgeting additional cash assistance payments for Basic Food:** If a cash supplement is issued due to a change in income or expenses, do not budget the additional cash against the Basic Food without ten days' notice.
  1. When issuing a cash and Basic Food supplement due to adding a person to both AUs, include the cash supplement when determining the Basic Food supplementary amount for that month.

**7. Budgeting a client's partial Unemployment Compensation:** Refer to ESD's Earnings Deduction Chart to budget anticipated ongoing unemployment benefits when a client is expected to receive partial unemployment compensation.