

Verification

B. INCOME

| ITEM | PROGRAMS | WHEN TO VERIFY | POSSIBLE SOURCES OF VERIFICATION |
|---|---|--|--|
| <p>1. Earned Income</p> <p>Verify source and amount</p> <p>NOTE: All income used in calculating eligibility and the amount of the benefit must be verified. However, income considered, but not used, need not be verified.</p> <p>NOTE: The year-to-date amounts on pay stubs may only be used when the client has verification of all of the other pay amounts whether used or not, but is missing one.</p> | <p>All Programs and coverage groups with an income test</p> | <p>Prior to approval, at redetermination.</p> <p>Medicaid: When a change in the amount is reported</p> <p>SNAP and WV WORKS: When a change is reported in rate of pay, or number of hours, verify the change. When a change is reported in the source, verify rate of pay, number of hours and source.</p> | <p>Pay stubs, written statement from employer, self-employment records, Work Record Sheet ES-17, military Leave and Earnings Statement (LES). The amount of earnings received on a pay card may also be verified electronically via text message, calling the number on the debit card or accessing the employer's website.</p> <p>NOTE: The military LES is received at the beginning of the month and shows earnings for services performed in the prior month.</p> <p>Use the best source of verification available. When there is absolutely no other source of verification, the client's statement must be used.</p> |

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|---|---|--|---|
| <p>2. Unearned Income</p> <p>Verify source and amount</p> <p>NOTE: All income used in calculating eligibility and the amount of the benefit must be verified. However, income considered, but not used, need not be verified.</p> <p>NOTE: The year-to-date amounts on check stubs may only be used when the client has verification of all of the payment amounts whether used or not, but is missing one.</p> | <p>All Programs and coverage groups with an income test</p> | <p>Prior to approval, at redetermination, when a change in the source or amount is reported</p> <p>SNAP Only: The change in the amount must be more than \$50 for verification to be required.</p> | <p>Award letter, computer matches, written statement from source, BCSE information, written statement from contributor, RAPIDS data exchanges</p> <p>The amount of unearned income received on a pay card may also be verified electronically via text message, calling the number on the debit card or accessing the source's website.</p> <p>Use the best source of verification available. When there is absolutely no other source of verification, the client's statement must be used.</p> |

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|---|---|--|--|
| 3. Savings Bond Received As A Gift Verify date of purchase and cash-in value | SSI-Related, PAC, CDCS, QDWI, QMB, SLIMB and QI-1 NOTE: For all other Programs, see item A,6. | When bond is at least 6 months old: prior to approval, when client reports additional bonds If bond is not 6 months old: Verify 6 months from date of issue | Bond, financial institution |
| 4. Lump Sum Payment Verify amount used to meet life-threatening situation or amount unavailable. | WV WORKS | Prior to shortening the period of ineligibility | Media stories, statement of knowledgeable person, police reports, hospital reports, physician's statement |
| 5. IRS Information | All Programs | When reported through IEVS | See Chapter 3. Use the best source of verification available. When there is absolutely no other source of verification the client's statement must be used. |
| 6. Proceeds or Distributions from Indian Lands and Trust Funds | All Medicaid Program Groups and WV WORKS | See Appendix C of Chapter 11. | See Appendix C of Chapter 11. |
| 7. Gift Card / Certificate Value | All Medicaid Program Groups and WV WORKS | Prior to approval, at redetermination, and when the client reports receipt | Signed attestation from the individual. If questionable, verification with the issuer, the card itself, a purchase receipt, vendor, or vendor's website. |

Verification

C. INCOME DEDUCTIONS

| ITEM | PROGRAMS | WHEN TO VERIFY | POSSIBLE SOURCES OF VERIFICATION |
|--|---|---|--|
| <p>1. Educational Funds</p> <p>Verify the source amount and amount earmarked for educational purposes</p> | Medicaid | Prior to approval, at redetermination and when the client reports the onset or a change. | Statement from educational institution, Financial Aid Office or other grantor, receipts, knowledge of public transportation costs, commuting distances and gasoline prices, statement of reasonable estimate of expenses |
| <p>2. Medical Expenses</p> <p>Verify amount owed by the client which will not be reimbursed by a 3rd party.</p> <p>SNAP: Anticipated medical expenses may be used.</p> | SNAP, SSI-Related and AFDC/U-Related Medicaid | <p>SNAP: Prior to approval, at redetermination and when the client reports a change of more than \$25 in total medical expenses and the CA benefit will increase</p> <p>SSI- and AFDC/U-Related: Prior to using the expense for spenddown</p> | Medical bills, medical receipts, written estimates of anticipated cost from the medical provider, health insurance EOB, billing staff in hospital or doctor's office, shipping invoices for mail-order prescription drugs and their shipping costs |