

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 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>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>SNAP only: The change in the income amount must be more than \$50 for verification to be required.</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>