

## Verification

## B. INCOME

ITEM	PROGRAMS	WHEN TO VERIFY	POSSIBLE SOURCES OF VERIFICATION
<p>1. Earned Income</p> <p>Verify source and amount</p> <p><b>NOTE:</b> 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><b>NOTE:</b> 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: <b>During the certification period, the change in the income amount must be more than \$50 or change in source</b> 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><b>NOTE:</b> 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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3. Pregnancy	SNAP, WV WORKS	Prior to exemption	Statement from physician, physician's assistant, nurse practitioner or other licensed health care provider, which shows the expected date of delivery.
4. Good Cause For Leaving Or Refusing Employment	SNAP, AFDC Medicaid and WV WORKS	When good cause is claimed.  SNAP only: Good cause is determined at redetermination and application.	Employer's statement, grievance board decisions, statements of witnesses, <b>WorkForce West Virginia</b> decision, employee associations, union representatives.  For WV WORKS only: Statement from school or educational facility of enrollment and/or attendance in a full-time educational activity.
5. Good Cause For Voluntarily Quitting Employment	SNAP, WV WORKS	SNAP: When an applicant quits employment within 60 days prior to the application date or a recipient quits a job. Good cause is determined at redetermination and application.  WV WORKS: When an applicant quits employment within 45 days prior to the application date or a recipient quits a job at any time	Employer's statement, grievance board decisions, statements of witnesses, <b>WorkForce West Virginia</b> decision  For WV WORKS only: Statement from school or educational facility of enrollment and/or attendance in a full-time educational activity.

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6. Hours Worked	SNAP	When an AG member is a student	Pay stubs, written statement from employer, work record sheet, ES-17
7. Domestic Violence	WV WORKS	When the applicant or recipient alleges domestic violence and requests an exemption from work participation requirements or program time limits	Protective orders, hospital records, statements from legal services or domestic violence counseling or shelter staff or witnesses. Paper work from law enforcement agencies, i.e., criminal charges  <b>NOTE:</b> To insure the safety of the individual, the Worker must never contact the abuser, his relatives or friends in an attempt to verify domestic violence.
8. <b>WorkForce West Virginia</b> Registration	SNAP	When the individual is required to register and does not meet an exemption. See Section 13.5.	Information from <b>WorkForce West Virginia</b> MACC system

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11. 60-Month Lifetime Limit	WV WORKS	Prior to approval beginning October 2001	RAPIDS; case record information; contact and obtain written verification from other states using the DFA-WVW-Verif-1; Departmental printouts or other records
12. 24-Month Time Limit	WV WORKS	Prior to approval beginning October 1998	RAPIDS; case record information; contact with other states; Departmental printouts or other records; <b>WorkForce West Virginia</b> records
13. Offer Or Guarantee Of Employment Or Other Income	WV WORKS	Prior to approval of DCA payment	Contact with future employer or entity from which the income is expected