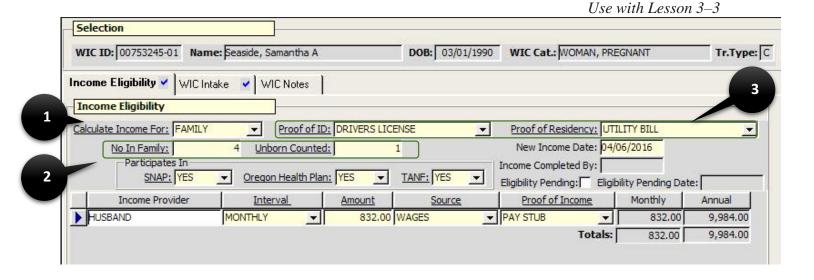
Job Aid

Steps for Determining Income Eligibility



Follow these steps when entering information on the TWIST "Income Eligibility' screen.

Step 1 Is this income for a "family" or for a foster child "client?"

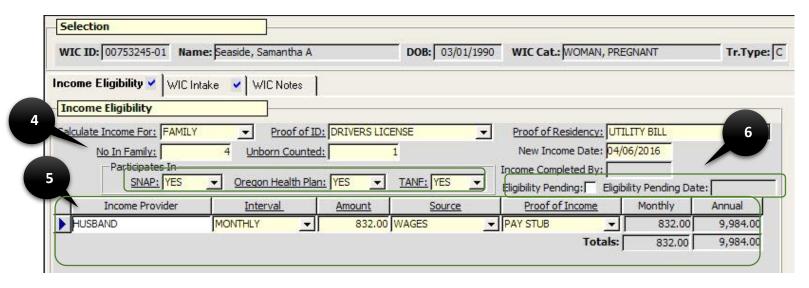
Step 2 What is their proof of ID and residency?

What proof of ID and address do you have today?

Step 3 What is their household size?

♦ For prenatal women, enter number of fetuses in "Unborn Counted" field.





Step 4 Does the participant participate in an adjunctively eligible program? Note the programs the participant uses.

• If there is proof that the participant is currently participating in one of the programs, the participant is income eligible.

Do you or your child receive TANF, SNAP, or OHP?

Did you bring proof of participation in that program?

What is the monthly income for the household?

- Enter the income from all sources.
- Enter declared income for adjunctively eligible participants.
- ♦ TWIST calculates total monthly income and compares it to the WIC Income Guidelines.
- ♦ TWIST allows you to continue with certification only if the participant is income eligible.

What is the monthly income of your household?

What proof of income do you have?

Does the participant need to bring back proof later?

- ♦ Use the "Eligibility Pending" checkbox and complete a "No Proof" form if participant does not have proof of ID, residency or income.
- Make sure they know what proof to bring back and the date it needs to be returned by.