Job Aid	Steps for Determining Income Eligibility

Use with Lesson 3–3

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.

> How many people live with you?

Selection

| WIC ID: | 00753245-01 | **Name:** Seaside, Samantha A | **DOB:** 03/01/1990 | **WIC Cat.:** WOMAN, PREGNANT | **Tr.Type:** C |

Income Eligibility ✔ | WIC Intake ✔ | WIC Notes

Income Eligibility

Calculate Income For: FAMILY ▼   Proof of ID: DRIVERS LICENSE ▼   Proof of Residency: UTILITY BILL

No In Family: 4   Unborn Counted: 1   New Income Date: 04/06/2016

Participates In

SNAP: YES ▼   Oregon Health Plan: YES ▼   TANF: YES ▼

Income Completed By:

Eligibility Pending: ☐   Eligibility Pending Date:

Income Provider	Interval	Amount	Source	Proof of Income	Monthly	Annual
▶ HUSBAND	MONTHLY ▼	832.00	WAGES ▼	PAY STUB ▼	832.00	9,984.00
				Totals:	832.00	9,984.00

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?

Step 5 **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?

Step 6 **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.