

## Division of Community Nutrition

<i>Subject:</i> <b>Gross Income</b>		<i>Policy:</i> <b>CRT 05.2.2 - C</b>
<i>Reference:</i> <b>N / A</b>	<i>Effective:</i> <b>August 12, 2013</b>	<i>Supersedes:</i> <b>September 19, 2005</b>

### I. Policy:

It is the policy of the Division of Community Nutrition that gross income shall include items based on USDA guidelines.

### II. Procedure(s):

#### A. Gross income includes the following:

- 1) Earnings from work
  - a. Wages / salary / fees / tips / commissions / bonuses
  - b. Net income from self-owned business or farm
  - c. Severance pay
  - d. Military-see CRT 05.2.4-C
- 2) Public assistance, child support, and alimony payments
- 3) Strike benefits, unemployment compensation, and worker's compensation.
  - a. Accept self-declaration of striker status if it is known in the community that the individual's work place is on strike. Document in the participant's file.
  - b. Income for strikers or unemployed persons is based on the period of unemployment only
  - c. Request letter of unemployment for unemployed persons. Scan in the participant's record.
- 4) Pensions / Retirement / Social Security
  - a. Pensions
  - b. Retirement income
  - c. Social Security
  - d. Supplemental Social Security (SSI) income
  - e. Veteran's payments
- 5) Other Income
  - a. Disability payments for non-medical purposes
  - b. Cash withdrawn from savings

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- c. Interest / Dividends
  - d. Income from Estates / Trusts / Investments
  - e. Regular contributions from person not living in the household
  - f. Net royalties / annuities / net rental income / net gambling and lottery winnings
  - g. Inheritances
  - h. Other cash income
- B. If an applicant / participant declares zero income, local agencies shall determine how the applicant obtains basic living necessities such as food, shelter, medical care and clothing. If the applicant / participant has zero income with minimal or no resources they are financially eligible upon verification by a reliable third party.
- 1) Instruct the applicant / participant to bring a written statement from a reliable third party that has knowledge of the applicant / participant's income prior to final eligibility determination.
  - 2) Reliable third parties include a social service agency, church, legal aid society, or employer.
  - 3) Scan the written statement in the participant's file.
  - 4) Refer applicant / participant to appropriate programs for additional aid and assistance.