	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	Y – Forms and Forms Instructions
	Section No./Name	Y-1000 ES Forms and Forms Instructions (Forms 1 – 9)
	Document No./Name	OFS 3 Ins Earned Income Budgeting Sheet
	Effective Date	September 1, 2024

CURRENT VERSION OF FORM: * 09/24 REPLACING: 08/23 Issue Obsolete **

STOCKED: Copy as needed/On-Line Policy Management System.

UNIT OF ISSUE: N/A; (8½" X 11", front only)

➤ PURPOSE

This form may be completed to document paycheck amounts for use in calculation of monthly earned income for each source of earned income entered in LITE.

➤ PREPARATION

Complete in single copy for each source of earned income.

Use the calendar to mark the dates that the client was paid to determine the pay frequency and to determine if any checks are missing, and to determine the date range.

Use income from at least two pay periods available within the current calendar month and the prior calendar month from:

- The date of the application.
- The date the household submits the redetermination or SR. The date wage verification is requested.
- The date of the most recent check stub if more current verification is provided.
- The date the client reports a change.

Each section must be completed.


Enter the date in the appropriate blank and check the corresponding block in Section I.

Check the appropriate pay frequency and type of earned income in Section II.

Indicate type of verification in Section III.

Enter payment information in table in Section IV. Check to indicate whether the wages shown represent client's anticipated earnings. If a paycheck will be disregarded, document the reason under "Special Circumstances."

Complete manual calculations.

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➤ DISPOSITION

Scan and index the document into OnBase. When indexing, select the Document Type Group - Fiscal/Financial and Document Type - FIS-Worksheets.