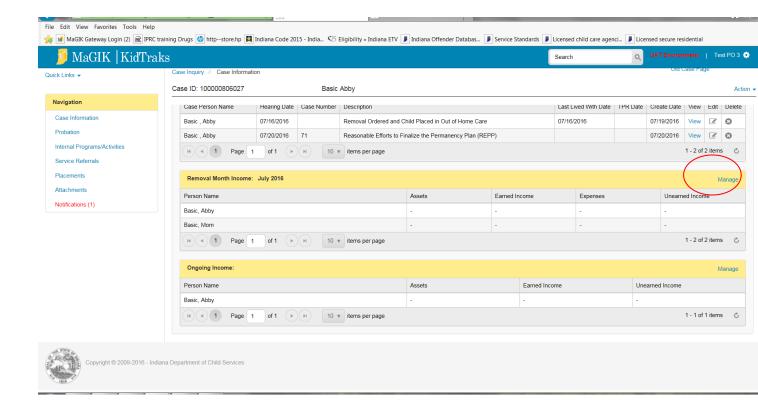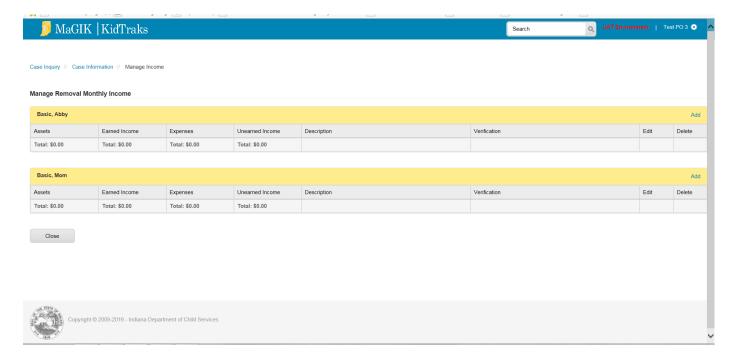|	INDIANA DEPARTMENT OF CHILD SERVICES
	PROBATION SERVICES MANUAL
Chapter 2: Placements	**Effective Date:** 9/30/2016
Section 15: Income	**Version:** 1

PROCEDURE

Income

Income information for household members is only required when a probation youth is placed. The Income Page captures Removal Month Income for all household members as well as Ongoing Income for the probation youth only, if appropriate. In order to determine eligibility for federal funding for a placed probation youth, the probation officer needs to report earned income, unearned income, assets and whether expenses were incurred for each person, even if there is none.
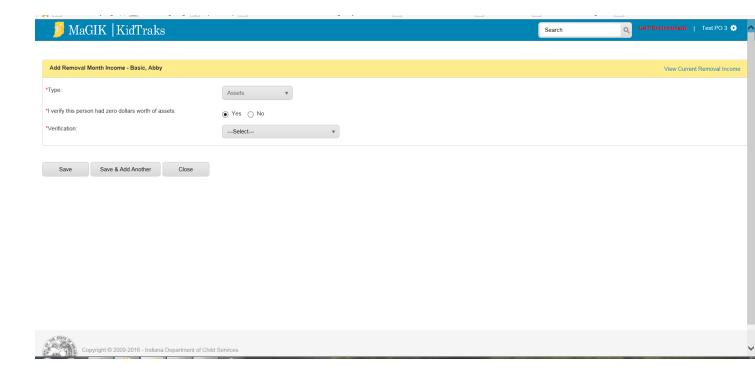
If Removal Month Income was not entered when completing the initial Placement Wizard, it can be added later on the Income page. From the Income page, select the "Manage" link on the right side.
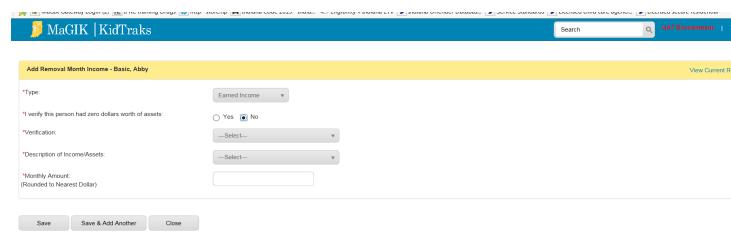
On the Income Page, select "Add" for the case participant you are adding Income for.

** In this screen you will enter the Income information, you will choose the "Type of Income". The system auto defaults to "zero dollars worth of assets". If this is correct, simply select from the Verification drop down in that section the manner by which the probation officer acquired this information. It is recommended that hard copy documents be obtained if at all possible; if taking a verbal statement from the person, the PO needs to make note of the information that was provided in the case file. Only if the youth or their family members absolutely refuse to provide income/asset information should "Refused to Verify" or "Unable to Verify" be selected. These choices of verifications will automatically cause the youth to be ineligible for federal funding. Once you complete all of the Income information, click "save".

To add Income, click "No" for the "I verify this person has zero dollars of assets", and additional fields will appear for you to enter the verification, description of assets and the amount.

Earned Income – to enter actual earned income received, take off the check mark from the statement "I verified that person had zero dollars worth of income." That will enable the three fields to appear:

- **Types of income –** select from 1) employment; 2) In-kind earnings; 3) Other earned income; and 4) Self –employment.
- **Monthly amount –** for the entire removal month what is the total amount the person <u>actually</u> <u>received</u>. Round to the nearest dollar; do not enter cents.
- **Verification –** select the appropriate means by which the earned income information was reported or gathered.

Unearned Income – to enter actual unearned income received, if other than zero, uncheck the statement "I verified that person had zero dollars worth or income." That will enable the three data fields to appear:
- **Types of income –** select from the options available in the drop down.
- **Monthly amount –** enter the dollar value of this type of income that the person <u>actually received</u> during the entire removal month.
- **Verification –** select the appropriate means by which the earned income information was reported or gathered.
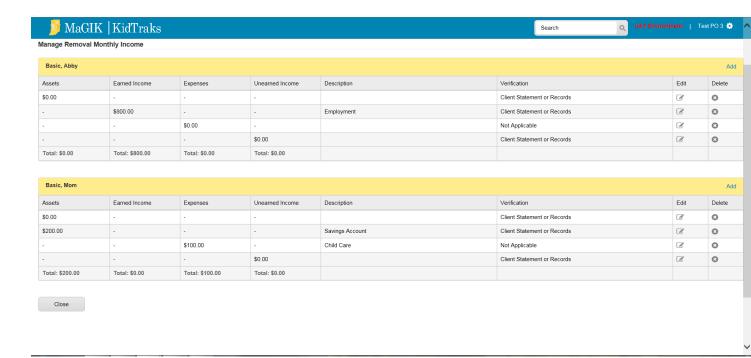
Assets – if the case participant had assets in the removal month, uncheck the statement "I verified that person had zero dollars worth of assets." That will enable the three data fields to appear:
- **Types of assets –** select from the options available in the drop down. For life insurance, please be sure to list only the cash value not the face value of the policy (i.e., if the policy were cashed in today, what would be the monetary worth; NOT what would the beneficiary receive if the person were to die).
- **Monthly amount –** enter the dollar value of the asset; for motor vehicles/boats/RVs use the Kelley Blue Book to find the estimated value based on model and year.
- **Verification –** select the appropriate means by which the asset information was reported or gathered.

Expenses – if the person has incurred one of the expenses listed – alimony, child support, or child care – during the removal month, this may be used as a disregard when calculating the household's financial need. These types of expenses are generally only incurred by the adults living in the household. No verification is needed.
- **Type of expense** – select from the drop down.
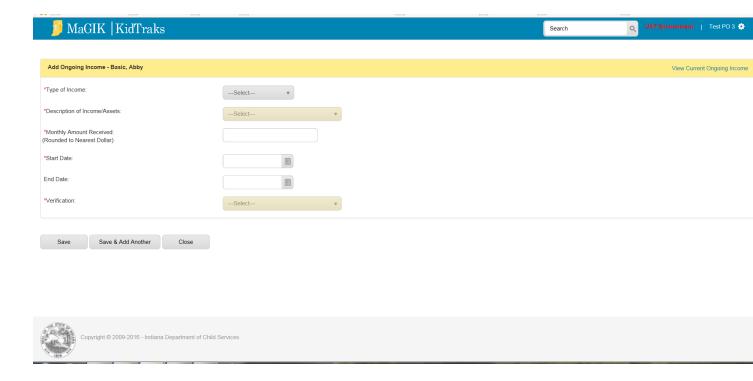- **Monthly amount** – enter the dollar value spent.

Continue to select "save and add another", until all 4 sections are complete.
Upon completing all sections for the case participant, click "Save" at the bottom of the pop up and the data will save to the income grid.

Manage Removal Monthly Income

Basic, Abby   Add

Assets	Earned Income	Expenses	Unearned Income	Description	Verification	Edit	Delete
$0.00	-	-	-		Client Statement or Records	✎	✕
-	$800.00	-	-	Employment	Client Statement or Records	✎	✕
-	-	$0.00	-		Not Applicable	✎	✕
-	-	-	$0.00		Client Statement or Records	✎	✕
Total: $0.00	Total: $800.00	Total: $0.00	Total: $0.00				

Basic, Mom   Add

Assets	Earned Income	Expenses	Unearned Income	Description	Verification	Edit	Delete
$0.00	-	-	-		Client Statement or Records	✎	✕
$200.00	-	-	-	Savings Account	Client Statement or Records	✎	✕
-	-	$100.00	-	Child Care	Not Applicable	✎	✕
-	-	-	$0.00		Client Statement or Records	✎	✕
Total: $200.00	Total: $0.00	Total: $100.00	Total: $0.00				

Close

If the case participant has more than one earned income or more than one asset, click on the "Add" and choose the appropriate income: (i.e., Earned Income, Unearned Income, Assets) and the same three data fields will appear. Once "Save" is clicked, another line will add to that person's income data on the grid.
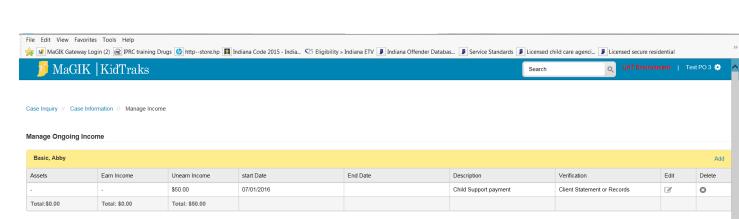
To edit a particular income/asset/expense line, click on the "Edit" at the end of that line. To delete the line altogether, click "delete".

Ongoing Income – for purposes of federal funding eligibility, only ongoing income for the probation youth needs to be entered. Generally the types of income that would be reported for the youth are such unearned income as Supplemental Security Income (SSI), Retirement, Survivor or Disability Income (RSDI), Adoption Assistance Payment (AAP) or child support. Assets of substantial size, such as trust funds or CDs that are in the youth's name should also be documented. Click "Manage" from the Ongoing Income page, then select "Add".

- **What type of income or asset was it?** - Drop-down from which to select the type of income or asset.
- **Description of Income/Assets:** Choose the type of income: TANF, Child Support, Adoption Assistance, etc…
- **Monthly Amount Received**- Entry field for typing in amount.
- **Start date:** Date field to complete for when the income began.
- **How did you verify this income or asset?** - Drop-down list from which to select what was used to verify the information.

Click "Save and add another" to add additional unearned income or click "save" and be redirected back to the ongoing income page.

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MaGIK | KidTraks

Case Inquiry // Case Information // Manage Income

Manage Ongoing Income

Basic, Abby   Add

Assets	Earn Income	Unearn Income	start Date	End Date	Description	Verification	Edit	Delete
-	-	$50.00	07/01/2016		Child Support payment	Client Statement or Records	✎	⊗
Total:$0.00	Total: $0.00	Total: $50.00						

Close