

	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 6: Removal Income	Version: 1

GUIDANCE

Removal Income

For each household member, the probation officer needs to collect and enter the dollar value of that person’s **actual** earned income, unearned income and assets for the entire removal month. Even though the youth may be removed/placed for only a portion of the month, federal funding eligibility is determined based on the income/assets for the entire month. Something needs to be reported for each type of income and assets, even if it is \$0 or none.

Removal Month – the removal month is displayed based upon the begin date of the initial placement. For example, if the youth was placed on April 9, 2013, the removal month would be set to April 2013.

Source: Probation
Source ID: 100000231722
Current User: Test 1 PO

Case County: ALL
Description: Basic Abby

Placement
Hearing
Education
Removal Income
Disability
Permanency Plan

REMOVAL MONTH INCOME: April-2013

Case Person Name	Earned Income	Unearned Income	Assets	Expenses
<input type="checkbox"/> Basic, Abby	- Add	- Add	- Add	- Add
<input type="checkbox"/> Basic, Mother	- Add	- Add	- Add	- Add
<input type="checkbox"/> Basic, Father	- Add	- Add	- Add	- Add

ONGOING INCOME:

Case Person Name	Earned Income	Unearned Income	Assets
<input type="checkbox"/> Basic, Abby	- Add	- Add	- Add

Cancel
Previous
Skip Step
Next

To enter the income and assets for each household member, first click on the person's name which appears in blue with the underline. This will enable the data fields to enter all income/assets/expense information for that person for the entire removal month.

The screenshot shows a web application interface for entering household member information. The main window is titled "Removal Income for Basic, Abby". It contains four sections, each with a yellow header and a checked checkbox indicating zero values: "Earned Income", "Unearned Income", "Assets Income", and "Expense". Each section also has a "Verification:" dropdown menu. On the left, a list of "Case Person Name" includes "Basic, Abby" (selected), "Basic, Mother", and "Basic, Father". Below this is an "ONGOING INCOME:" section with "Basic, Abby" listed. At the bottom are "Save", "Clear", and "Cancel" buttons. The right sidebar shows the "Indiana Department of Child Services" logo and "Test 1 FO".

The system has already auto-defaulted that the person has no income/assets/expenses. As the user works through each of the four areas, please carefully review the gathered information about this particular household member and if it is indeed “None”, then select from the drop-down the verification source by which this data was gathered or reported (i.e., document, client’s own statement, family member’s statement, etc).

If the household member does have income or assets, unclick the check mark from the “I verified that person has zero dollars of income/assets” and this will enable the data fields. For earned income, unearned income and assets, there are three data fields to complete if the person received or had income/assets in the removal month.

- **Type of Income/Assets** - this is a drop down list including the various types of income or assets. The list is different depending upon whether related to earned income, unearned income or assets. Select one type from the drop down. Additional types can be added later.
- **Monthly Amount (rounded to nearest dollar)** – enter the dollar value of the income or asset. This application will not accept cents, round to the nearest dollar.
- **Verification** – this is a drop down list of various means by which the information was obtained – reported by the client or family member, some type of document, etc. The list is different depending upon whether completing earned income, unearned income or assets.

Removal Income for Basic, Abby

Earned Income

I verify that person had zero dollars worth of income

Types of Income/Assets:*

Monthly Amount (rounded to nearest dollar):*

Verification:*

Unearned Income

I verify that person had zero dollars worth of income

Types of Income/Assets:*

Monthly Amount (rounded to nearest dollar):*

Verification:*

Assets Income

I verify that person had zero dollars worth of assets

Types of Income/Assets:*

Monthly Amount (rounded to nearest dollar):*

Verification:*

The fourth section refers to whether the household member had any expenses – dollars that they paid to someone else for child care, child support, or alimony – within the removal month. These types of expenses are generally relevant to a parent/adult but not the probation youth or other children in the removal home. To enter expenses, unclick the “I verified the person had zero dollars worth of expenses” to enable the two data fields.

- **Type of Expenses** - this is a drop down list that includes “None”, “Alimony”, “Child Care” and “Child Support”. Select one.
- **Monthly Amount (rounded to nearest dollar)** – enter the dollar value of the expense. This application will not accept cents, round to the nearest dollar.
- **Verification** – no verification is required for expenses.

Assets Income

I verify that person had zero dollars worth of assets

Verification:*

Expense

I verify that person had zero dollars worth of expenses

Types of Expense:*

Monthly Amount (rounded to nearest dollar):*

Once all four sections of Removal Income for the particular household member has been completed, click “Save”. The data will populate onto the screen under that individual’s name. Continue on in the same manner for all household members.

- [Placement](#)
- [Hearing](#)
- [Education](#)
- [Removal Income](#)
- [Disability](#)
- [Permanency Plan](#)

REMOVAL MONTH INCOME: April-2013

Case Person Name	Earned Income	Unearned Income	Assets	Expenses																				
<input type="checkbox"/> Basic, Abby	No Add	\$678.00 Add	\$225.00 Add	No Add																				
<table border="1"> <thead> <tr> <th>Income Type</th> <th>Amount</th> <th>Verification</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Assets Savings Account</td> <td>\$225.00</td> <td>Financial Institution Document</td> <td>Edit X</td> </tr> <tr> <td>Earned</td> <td></td> <td>Family Statement or Records</td> <td>Edit X</td> </tr> <tr> <td>Expenses</td> <td></td> <td>Not Applicable</td> <td>Edit X</td> </tr> <tr> <td>Unearned SSI (Supplemental Security Income)</td> <td>\$678.00</td> <td>Social Security Administration Document</td> <td>Edit X</td> </tr> </tbody> </table>					Income Type	Amount	Verification	Action	Assets Savings Account	\$225.00	Financial Institution Document	Edit X	Earned		Family Statement or Records	Edit X	Expenses		Not Applicable	Edit X	Unearned SSI (Supplemental Security Income)	\$678.00	Social Security Administration Document	Edit X
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Unearned SSI (Supplemental Security Income)	\$678.00	Social Security Administration Document	Edit X																					
<input type="checkbox"/> Basic, Mother	\$1,264.00 Add	No Add	\$7,500.00 Add	No Add																				
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Expenses		Not Applicable	Edit X																					
Unearned ICES			Edit X																					
<input type="checkbox"/> Basic, Father	- Add	- Add	- Add	- Add																				

ONGOING INCOME:

Case Person Name	Earned Income	Unearned Income	Assets
<input type="checkbox"/> Basic, Abby	- Add	- Add	- Add

-
-
-
-

If a household member has a second or third type of the same income or asset, by clicking on the “Add” under that type associated with their information, the data fields are enabled to add this additional information. For instance, in the example here if

Mother Basic had additional assets besides a car, by clicking “Add” next to the Assets column by her name, another set of data fields is enabled to complete.

Placement Hearing Education **Removal Income** Disability Permanency Plan

REMOVAL MONTH INCOME: April-2013

KidTraks - Case Removal Income -- Webpage Dialog

https://financialsqa.dcs.in.gov/ICWIS/CaseRemovalIncome.aspx?ControlParam...

Removal Assets for Basic, Mother

Assets Income

I verify that person had zero dollars worth of assets

Types of Income/Assets:* Monthly Amount (rounded to nearest dollar):*

Verification:*

Save Clear Cancel

https://financialsqa.dcs.in.gov/ICWIS/CaseRemovalIncc... Internet

Case Person Name	Income Type	Assets	Earned	Expenses	Unearned	SSI (S	Action
Basic, Abby							Add
							Edit X
							Edit X
							Edit X
							Edit X
Basic, Mother							Add
							Edit X
							Edit X
							Edit X
							Edit X
Basic, Father							Add

ONGOING INCOME:

Case Person Name	Earned Income	Unearned Income	Assets
Basic, Abby	- Add	- Add	- Add

Cancel Previous Skip Step Next

Once the additional assets are entered, each will appear as a separate line of assets displayed on the mother’s grid.

Placement Hearing Education **Removal Income** Disability Permanency Plan

REMOVAL MONTH INCOME: April-2013

Case Person Name	Earned Income	Unearned Income	Assets	Expenses
Basic, Abby	No Add	\$878.00 Add	\$225.00 Add	No Add
	Income Type	Amount	Verification	Action
	Assets Savings Account	\$225.00	Financial Institution Document	Edit X
	Earned		Family Statement or Records	Edit X
	Expenses		Not Applicable	Edit X
	Unearned SSI (Supplemental Security Income)	\$878.00	Social Security Administration Document	Edit X
Basic, Mother	\$1,264.00 Add	No Add	\$12,970.00 Add	No Add
	Income Type	Amount	Verification	Action
	Assets Motor Vehicle (Includes auto, boat, RV)	\$7,500.00	Red Book or Blue Book	Edit X
	Assets Checking Account	\$470.00	Client Statement or Records	Edit X
	Assets Savings Certificate/CD	\$5,000.00	Financial Institution Document	Edit X
	Earned Employment	\$1,264.00	Employer/Wage/Labor/Tax Receipts	Edit X
	Expenses		Not Applicable	Edit X
	Unearned		ICES	Edit X
Basic, Father	- Add	- Add	- Add	- Add

At the bottom of the Income screen there is a section for **Ongoing Income**. Only if the probation youth has a source/amount of income or assets that is continuing beyond the removal month, should it be entered here. This might include income such as child support, Adoption Assistance, RSDI (Retirement, Survivors, Disability insurance) and Supplemental Security Income. This income/asset needs to be taken into account by DCS when considering what placement and service costs may be claimed to federal funding. There is no need to report ongoing income or assets for any other case participant than the probation youth.

Click on the “Add” under the appropriate type of income or asset to enable the data fields. Initially, the system is auto-defaulted to “I verified this person had no income/assets”. Unclick the check box to enable the data fields which are the same for ongoing earned income, unearned income and assets.

EMOVAL MONTH INCOME: April-2013

Case Person Name	Earned Income	Unearned Income	Assets	Expenses
Basic, Abby	-	-	-	-
Basic, Mother	-	-	-	-
Basic, Father	-	-	-	-

ONGOING INCOME: <https://financialsqa.dcs.in.gov/ICWIS/CaseOngoingIncome.aspx?ControlParameterValue=1000002>

Buttons: Cancel, Previous, Skip Step, Next

The enabled data fields are:

- **Type of Income/Assets** - this is a drop down list including the various types of income or assets. The list is different depending upon whether related to earned income, unearned income or assets. Select one.

- **Monthly Amount (rounded to nearest dollar)** – enter the dollar value of the income or asset. This application will not accept cents, round to the nearest dollar.
- **Start Date** – this is the date that this income type actually began, which may be many months or years earlier. Please try to gather an approximate date from the family. Otherwise, use the first day of the removal month.
- **End Date** – if the income stops, please enter the last date that it was received. This date field may be used by DCS staff that handle Social Security benefits and collection of other income on behalf of the child.
- **Verification** – this is a drop down list of various means by which the information was obtained – reported by the client or family member, some type of document, etc. The list is different depending upon whether completing earned income, unearned income or assets.

When complete, click “Save” and the ongoing income/asset information will be saved to the screen. Once data has been entered on the Income tab, click “Next” to continue on in the Placement Wizard

At the time that a PO is first setting up the placement case, it may still be within the removal month or the relevant income data may not yet have been gathered for all household members. The PO can bypass the Income screen by clicking “Next” to move on through the Placement Wizard.