

Policy Clarifications

LIHEAP - All

PLA15006650

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Agency: CAOs

Citations:

Subject: Processing Income for LIHEAP

Does e-CIS convert earned income the way CIS does? If not, how should the CAO enter income if the applicant presents pay stubs that reflect a three or five-pay month?

Response By: Division of Federal Programs/LIHEAP

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No, e-CIS does not convert income. If an applicant's weekly or biweekly pay is a consistent amount, the CAO should ignore the extra pay and enter the received dates and gross amounts in e-CIS four times (weekly frequency) or twice (biweekly frequency).

If an applicant's gross earned income varies, the CAO should calculate income in a three or five-pay month by adding the pays and dividing by three or five, respectively. The CAO should enter the remainder in the Gross Amount field twice (biweekly frequency) or four times (weekly frequency).

Example A:

Mrs. Craft applies for LIHEAP and provides the CAO with biweekly pay stubs for August, September and October. Ms. Craft works irregular hours and her gross pay varies as a result. Since October is a three-pay month, the CAO calculates income as follows:

October 2 \$400

October 16 \$450

October 30 \$500

$1350 \div 3 = 450$

The CAO enters October 2nd and 16th in the e-CIS Received Date field and \$450 in the weekly Gross Amount field

Example B:

Mrs. Wallace applies for LIHEAP and provides the CAO with biweekly pay stubs for October 2nd, 16th and the 30th. Her gross income for each pay is \$500. She says that \$500 is representative of her income. The CAO enters the 2nd and the 16th in the Received Date field and \$500 in the Gross Amount field.

Example C:

Mr. George applies for LIHEAP and informs the CAO that he is employed and paid weekly. He verifies his income for August, September and October. Since October is a five-pay month, the CAO calculates income as follows:

October 2 \$150

October 9 \$175

October 16 \$150

October 23 \$185

October 30 \$185

$\$845 \div 5 = 169$

The CAO enters October 2nd, 9th, 16th and 23rd in the Received Date field and \$169 in the Gross Amount field.

Example D:

Ms. White applies for LIHEAP and provides verification of her weekly earned income for October which is a five-pay month. Her gross weekly pay of \$450 is representative of her income.

The CAO enters October 2nd, 9th, 16th and 23rd in the Received Date field and \$450 in the Gross Amount field.