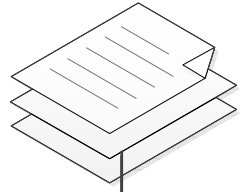


**Eligibility Determination SRV 7b**  
 Use this process once the Customer Application is completed and signed.



Is the Customer employed?



Customer completes and signs a DIS form

**NOTE:** If the Customer is referred to WAP for services, the DIS **must** be notarized.

Frequency of pay



It's Complicated



Monthly  
1 check stub



Semi-Monthly  
2 check stubs



Bi-weekly  
2-3 check stubs



Weekly  
4-5 check stubs



**TAC Rule §6.4 (c)(1) - Income Determination:**  
 (c) Exceptions to the use of Gross Annual Income are forms of income:  
 (1) From non-farm or farm self-employment net receipts must be used (i.e., receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses)

PayPal  
Venmo  
CashApp

Ledger

Uber  
Lyft  
Favor  
DoorDash

Invoices

Cash

30 days worth of statements, add up to monthly income

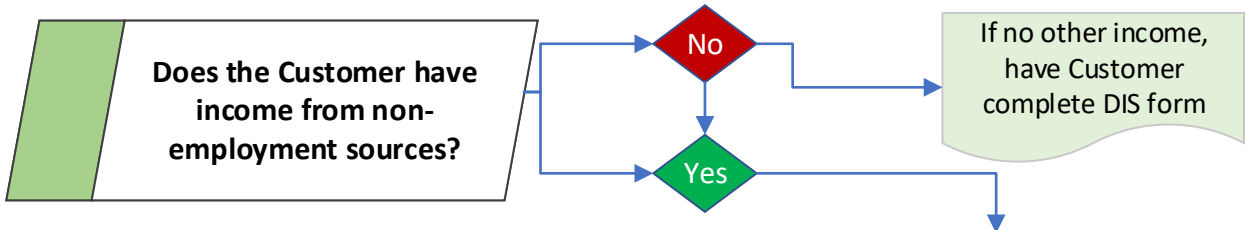
Does the cash income come from odd jobs or the same jobs each month?

Same

Different

Letters from Customers employer(s)

Customer completes and signs a DIS form



**NOTE:** If the Customer is referred to WAP for services, the DIS **must** be notarized.

Here are the common types of other income sources. Ensure that each type of document is correctly received. **If paid to someone under 18, income is not counted.**

Federal Benefits SSI/SSDI/SS	Other Pension/ Retirement Benefits	Other Disability Benefits	Temporary Assistance to Needy Families (TANF)	Unemployment Benefits	VA Benefits	Child Support
<p>Paid Monthly. Annual Award Letter mailed to Customer. Deduct Medicare premiums. Annual COLA raise.</p> <p><b>Pro Tip:</b> if SSI or SS Survivor's Benefits are for a child under 18, <b>not counted as income</b></p>	<p>Typically paid monthly. May not receive annual increase/notice Benefit letter/ statement.</p>	<p>Typically paid monthly. May not receive annual notices. May only be short-term.</p>	<p>Typically paid monthly. May not receive annual increase/notice Benefit letter/ statement.</p>	<p>Paid weekly. Use gross amount. Benefits able to be downloaded through Web Portal by Customer.</p>	<p>Paid monthly. Benefit letter from US Department of Veteran's Affairs.</p> <p><b>Pro Trip:</b> If you think the Customer receives a Means-Tested Veteran Benefit (<b>not counted as income</b>) send a redacted copy of the benefit letter through WuFoo.</p>	<p>Frequency of payment varies. Not counted as income. May be helpful for determining need for other referrals/ services.</p>

**The Customer gets something else entirely**

- Adoption Subsidy:** Paid Monthly. **Not counted as income.**
- Rent:** Copy of the lease. Receipt from landlord.
- Royalties:** Frequency can vary. Amount can vary.
- Alimony:** Very uncommon. Typically paid monthly. May need divorce decree.
- Workers Compensation:** Paid weekly. May only be short-term.

