EMPLOYMENT SCREEN

The Employment screen will only accept rate of pay and hours, which may not truly be reflective of the client’s pay. Therefore, make sure the Annual Income from the *Income Calculator* is entered into the Annual Income Override section in EFS MOD per employment screen. This is to ensure the annual gross income is calculated correctly in order to pull the correct co-pays.

BEST PRACTICE: Please review the “Total Household Income Calculations” at the top of the client’s file to ensure this also matches the calculator. If it does not, make sure that the income in the Employment Screen, saved properly. The highlighted section below indicates a problem as it should reflect $34,866.
Scan the Income calculator under attached documentation in the **Proof of Employment** section. Verify Income Calculator and supporting documentation.

**CHILD SUPPORT AND OTHER INCOME SCREENS**

All forms of Other Income need to be entered as *monthly*.

- Take **Annual Income** from Income Calculator and divide by 12 to determine monthly income.
  - Ex. $5,850/12 = $487.50 monthly
- Check **Total Household Income Calculations** to make sure it matches Income Calculator.
If a client is receiving any additional income, it automatically adds to the client’s gross annual income regardless if the income type is included or excluded.

- Select the Omit button for any form of excluded income (Food Stamps, SSI for a child, etc) in order for it not to be added to a client’s Total annual gross income.

- Check Total Household Income Calculations to ensure that income has been excluded.
**DEDUCTIONS**

The monthly *deductions* (child sup paid out, etc) go under the deductions tab. There is nowhere to upload supporting documentation in this section (for example if you pull it up on the child sup website as proof).

- If the proof of deductions is not on the pay stub, just upload the supporting documentation (ex. Child Sup website) under Additional Documentation.

- Ensure the income deducts properly in the *Total Household Income Calculations* section:

  ![Total Household Income Calculations](image)

**Note:** The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.