



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

# Pruning SNAP Income in VaCMS

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**LTD** Local Training  
and Development



# The Perennials of Income



# Income Conversion Rates

Weekly – 4.3

Bi-weekly – 2.15

Semi-monthly – 2

- ***VaCMS will convert the income for you. Check wrap-up!***



# Evaluating Income

**Evaluate income received 30 days prior to the application filing date.**

**If the income is not reflective, speak with the customer.**

A hand is shown holding a small amount of green, spherical fertilizer pellets. Below the hand, a small green seedling with two leaves is growing out of dark, rich soil. The background is a soft, out-of-focus green, suggesting an outdoor setting. The overall image conveys a sense of growth and investment.

# Evaluating Income

- **Consider work patterns or patterns of receiving income to determine income**
- *1. Is the client expecting more overtime?*
- *2. Is the client expecting a raise?*
- *3. Is the client expecting to miss days from work each month?*
- *To do this correctly, remember to ask if the income is expected to continue in the current pattern.*

# Income Example

Dogwood applied for SNAP on July 1st. He works at Pine Grocery and is paid bi-weekly.

All amounts are gross pay

What income would the worker consider?

6/2	\$400.00
6/16	\$520.00
6/30	\$275.00

Includes holiday time and overtime

# Verifying Income



Gross amounts  
of pay



Rate of pay



Frequency of  
pay



Name of  
employer



Date income  
received

# Verification Sources

Electronic  
Verifications

Pay stubs

Statement from  
employer

Tax return of Self-  
employment  
records

Employer's wage  
record

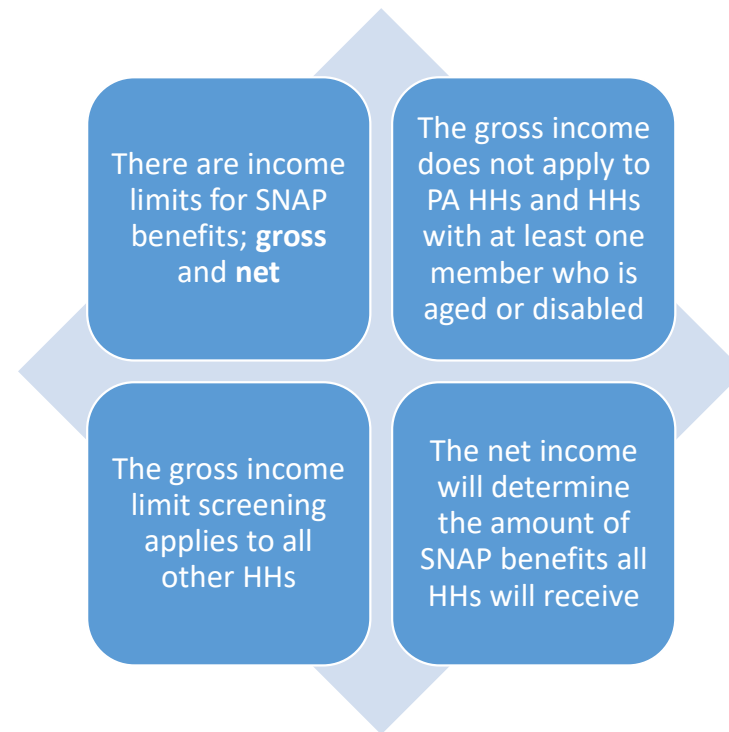


# System Searches

SNAP requires workers to upload the results of ALL required system inquiries performed outside of VaCMS to DMIS.

The household is not responsible for providing verification of reported income available via systems of record. The systems of records are: APECS, SVES, TALX, VEC and SOLQ-1. **(PART III)**

# Income Eligibility Standards



# Excluded Income

## Part 11.F

- Infrequent/irregular income (less than \$30 per quarter)
- Child support kept by DCSE
- Loans
- Reimbursements
- Earnings of children in school
- Certain lump sums
- HUD/housing payments
- Self-employment expenses
- WIOA/educational payments
- Shared shelter arrangements
- Payments excluded by law
- ***In-kind benefits/Vendor payments/Third party funds***
- Legally obligated child support payments

# Legally Obligated Child Support Payments

- Child support payments paid by a household member to an individual outside the household might be an income exclusion.
- Including payments to obtain health insurance and administrative fees charged to collect support from wages.
- It does **not** include alimony or spousal support payments.
- Verify:
  - legal obligation to pay child support
  - the amount of support obligated
  - the amount of support actually paid

# Third Party Funds

<b>THIRD PARTY FUNDS ARE:</b>	<ul style="list-style-type: none"><li>• Funds to be considered when SNAP recipient is payee for benefits for someone not in SNAP HH.</li></ul>	<ul style="list-style-type: none"><li>• Income is assigned to the person getting it.</li></ul>	<ul style="list-style-type: none"><li>• If the money is used for or is given to the beneficiary:</li></ul>
1) Determine what portion is used for or is given to the beneficiary	2) Count money used for or given to beneficiary as the beneficiary's money	3) Count any money kept by the payee as the payee's income	<ul style="list-style-type: none"><li>• If beneficiary is a disqualified or ineligible member:</li></ul>
	1) Determine portion of the money assigned to the ineligible/disqualified member	2) Count the income according to policy for excluded or disqualified members	



# Countable Earned Income

## Part 11.C

- Wages and salaries (including bonuses)
- Self-employment income (minus the cost of doing business)
- Certain training allowances
- Certain rental income
- Jury duty pay
- Others as specified

# Self Employment

## Allowable Costs of Producing Self-Employment Income include:

- Cost of labor, raw material, seed, livestock

- Insurance premiums on property, buildings, vehicles, crops, livestock

- Cost of advertising

- Real estate, personal property taxes related to self-employment

- Warehouse costs

- Transportation costs (not to and from work)

- Maintenance, repair and replacement costs

- Meals and snacks for childcare providers

- Identifiable shelter costs for the business enterprise

# Self Employment



## Non-Allowable Costs:



- Net loss from previous periods



- Federal, state and local taxes



- Money set aside for retirement



- Personal work-related expenses such as transportation to and from work



- Depreciation

# Countable Unearned Income Part 11.E

Assistance payments (TANF, GR, SSI)

Pensions/retirement

SSA Benefits (including survivor benefits)

Disability benefits

VA Benefits

Child support/alimony

Workmen's compensation

Unemployment benefits

Foster care payments

Certain rental income

Dividends and Interest

A close-up photograph of a person's hand held palm-up, pouring water onto a small, green seedling growing in a cracked, dry, brown earth. The water is captured mid-fall, creating a series of droplets. The background is a soft, out-of-focus natural setting.

# Entering Income Into VaCMS



# Date Fields

- *Lily was informed that she has been hired for a new job on April 1 and that her first day of work will be on April 15. She calls and provides you with this update on April 20 and brings in the supporting documentation on April 25.*
- On the Employment Details page, how do you enter these dates?
- Effective Begin Date: April 15
- Date Change Occurred : April 1
- Reported On Date: April 20
- Verification Received On: April 25

## Dates: End Dates

***Scenario: When a client applied on May 1, she indicated that she was homeless. She calls you to inform you that she is moving into her own place on Main Street on August 3.***

**On the Living Arrangements page, what actions do you take?**

**Enter August 3 as the Effective Begin Date for the new living arrangement**

**Once you complete this action, the VaCMS will automatically add an End Date of August 2 for the previous address.**

**You will almost never have to set an End Date in the VaCMS.**



Partial Month Income

# Income Example

Rose applied for SNAP on March 1st. She was recently laid off from her job and her last pay was verified as February 15th.

All amounts are gross pay

What income would the worker consider?

2/1	\$275.00
2/8	\$275.00
2/15	\$275.00

# Income Example

Iris applied for SNAP on June 28<sup>th</sup>. She was recently laid off from her job and her last pay was verified as June 15<sup>th</sup>.

6/1	\$275.00
6/8	\$275.00
6/15	\$275.00

All amounts are gross pay

What income would the worker consider?



# Entering Partial Month Income

1. On the **Employment – Employer** page, create the first income record with the partial month income, enter the details of the employment and employer, and then:

From the **Has the Client lost employment?** dropdown menu, Select **Yes**.

1. In the **Termination Date** field, enter the last day of the month in which you are reporting a partial month's pay.
2. From the **Pay Frequency** dropdown menu for the partial month, select **Irregular** or **Monthly** (either selection will calculate the income properly).
3. In the **Period Start Date** field, enter the first day of the month in which you are reporting a partial month's pay.
4. In the **Period End Date** field, enter the last day of the month in which you are reporting a partial month's pay.
5. Click **Next**.

### Employment Information

Job Title:	<input type="text"/>	* Income Type:	Wages, Salaries, Tips, Severance Pε ▾
* Employment Start Date:	03 / 10 / 2024 📅	Date of First Pay:	mm / dd / yyyy 📅
No. of Hours Expected to Work Per Week?	<input type="text"/>	Rate Per Hour:	\$ <input type="text"/>
* Has the Client Lost Employment?	YES ▾	Termination Date:	03 / 31 / 2024 📅
Is your employment part of a therapeutic work program?	<input type="text"/>	Verification:	<input type="text"/>
Is this source of earnings from supportive services?	<input type="text"/>		

### VTP Information

No. of hours worked per week:	0.0 <input type="text"/>	Rate of pay per hour:	\$0.00 <input type="text"/>
Has the client verified income within the past 30 days?	<input type="text"/>		

### Pay History/Projection Period

Is there a change to Pay Frequency?:	NO ▾		
* Pay Frequency:	Monthly ▾		
Day of week paid:	<input type="text"/>		
* Period Start Date:	03 / 01 / 2024 📅	* Period End Date:	03 / 31 / 2024 📅
Are There Any Deductions From the Pay Check? (Child Care):	<input type="text"/>		

On the **Employment – Pay Details** page, enter all known pay details including:

In the **Date Received / Expected** field, enter the date the customer received their partial month's pay

In the **Gross Amount** field, enter the gross amount of the partial month's pay; enter other pay details if applicable.

In the **Payment Indicator** dropdown menu, select **Final**.

There will be no averaging for this month, and actual income amounts will be used.

In the **Include in Projections** dropdown menu, Select **No**.

This will prohibit the pay record to be included in future months.

Select a **Pay Verification** from the dropdown menu.

Click **Add**.

## Employment - Pay Details

Case Name: Flower, Daisy

Case #: [113608080](#)

Case Action: [Intake/Screening](#)

Case Status: Pending

New Data

Electronic Sources Earned

Cancel

 + Add Employment

Previous

 + Continue

### Client Information

Name: Flower, Daisy 24F

Client #: 2104385305

### Employment Dates

Effective Begin Date: 03/01/2024

End Date:

Period Start Date: 03/01/2024

Period End Date: 03/31/2024

### Pay Details

Date Received / Expected:

03 / 28 / 2024 

Gross Amount:

\$ 657

Tips Amount:

\$

Total Amount:

\$ 657.00

Payment Indicator:

Final


Include in Projections:

NO

Pay Verification:


Pay stubs or earnings stat

Pay Verification Received Date: Begin Month Of Contract:

3 / 28 / 2024 

End Month Of Contract:

mm / yyyy 

mm / yyyy 

Does this income cover a period of 12 Months ?:

Click the **Save + Add Employment** button to create a new employment record. This will return you to the **Employment – Employer** page where you can enter the details of the employment, this time indicating that the employment is ongoing.


On the **Employment – Employer** page, re-enter the details of the employment with the following changes from the original entry:







In the **Effective Begin Date** field, enter the first of the month of the first full month's pay (the month immediately following the partial month entered previously).

From the **Has the Client lost employment?** dropdown menu, select **No** (\*unless the employment has indeed ended).

From the **Pay Frequency** dropdown menu, select the pay frequency for the ongoing employment.



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1. On the **Employment – Pay Details** page, enter all known pay details including:
    2. In the **Date Received / Expected** field, enter the date the customer received their partial month's pay (this must fall within the date range created in Step 1).
    3. In the **Gross Amount** field, enter the gross amount of the partial month's pay; enter other pay details if applicable.
    4. In the **Payment Indicator** dropdown menu, select **Initial**.
      3. This will indicate the first payment in the month.
    5. In the **Include in Projections** dropdown menu, select **Yes**.
      3. This will allow the pay record to be included in future months.
    6. Select a **Pay Verification** from the dropdown menu.
    7. Repeat step 6, using the Payment Indicator of **Ongoing**, and the Include in Projections of **Yes**, for all remaining pay records this month.
    8. Note: Step 7 assumes that all pay records are consistent and ongoing for this employment record.
  9. Click **Add**.
  10. Click **Save + Continue**.
  11. The **Employment Budget - Summary** page displays the final results, containing (but not limited to) two separate employment records for the same job.

**Employment Budget - Summary**      

Case Name: Flower, Daisy    Case #: [113608080](#)    Case Action: [Intake/Screening](#)    Case Status: Pending

**Electronic Sources Earned**

[Previous](#)   [Next](#)

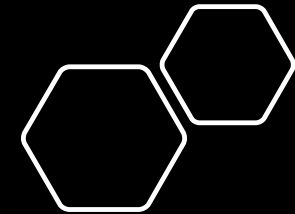
Name	Employer Name	Client #	Effective Begin Date	End Date
<input type="checkbox"/> Flower, Daisy 24F	Flower's Nursery	2104385305	03/01/2024	

Name	Month Begin Date	Month End Date	Child Care	TANF	SNAP	MAGI MA	Non MAGI MA	Income Determination Date	User ID
Flower, Daisy	03/01/2024	03/31/2024			\$657.00			03/28/2024	tr5017

<input type="checkbox"/> Flower, Daisy 24F	Flower's Nursery	2104385305	04/01/2024						
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Name	Month Begin Date	Month End Date	Child Care	TANF	SNAP	MAGI MA	Non MAGI MA	Income Determination Date	User ID
Flower, Daisy	05/01/2024				\$989.00			03/28/2024	tr5017

Flower, Daisy	04/01/2024	04/30/2024			\$989.00			03/28/2024	tr5017
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## Harvesting Results



## SNAP - EDG Summary

Case Name: Flower, Daisy

Case #: [113608080](#)

Case Action: Intake/Screening

Case Status: Pending

[Waitlist Communication Form](#)

[Communication Form](#)

[Verification Checklist](#)

[Next](#)

EDG #	Program/TOA	Eligibility/Service Period	Family Unit Size	Net Benefit Amount	Eligibility Result	Eligibility Status	Eligibility Determination Date	Pending Reasons			Overridden
								VCL	Other	PPV	
92863057	SNAP	<a href="#">03/28/2024 - 03/31/2024</a>	1	\$ 19.00	Approved		03/28/2024	NA	NA	NA	NO
92863057	SNAP	<a href="#">04/01/2024 - 04/30/2024</a>	1	\$ 113.00	Approved		03/28/2024	NA	NA	NA	NO
92863057	SNAP	<a href="#">05/01/2024 -</a>	1	\$ 113.00	Approved		03/28/2024	NA	NA	NA	NO

[Waitlist Communication Form](#)

[Communication Form](#)

[Verification Checklist](#)

[Next](#)

# EDG Summary

# Wrap-Up

## SNAP Income Eligibility

Case Name: Flower, Daisy	Case #: <a href="#">113608080</a>	Case Mode: Intake	Case Status
EDG #: <a href="#">92863057</a>	Program/TOA: SNAP Eligibility Result: Approved Redetermination Date:	Eligibility/Service Period: 03/28/2024-03/31/2024 Eligibility Status: Interim Report Date:	

Elig

### Financial Test

Total Self Employment Income	\$	0.00
Total Earned Income	+ \$	657.00
Total Unearned Income	+ \$	0.00
Child Support Payments	- \$	0.00
Total Gross Income	= \$	657.00
Budget Group Size	:	1
Gross Income Eligibility Limit	= \$	2430.00
Net Income Eligibility Limit	= \$	1215.00
Financial Eligibility Result	:	Pass

# Wrap-Up

Summary | Notice Reasons | Resource | **Income**

**SNAP Income Eligibility** ? 📄

Case Name: Flower, Daisy	Case #: <a href="#">113608080</a>	Case Mode: Intake	Case Status: <span style="color: green;">●</span>
EDG #: <a href="#">92863057</a>	Program/TOA: SNAP	Eligibility/Service Period: 04/01/2024-04/30/2	
Eligibility Result: Approved	Eligibility Status:		
Redetermination Date:	Interim Report Date:		

**Elig**

**Financial Test**

Total Self Employment Income	\$	0.00
Total Earned Income	+ \$	989.00
Total Unearned Income	+ \$	0.00
Child Support Payments	- \$	0.00
Total Gross Income	= \$	989.00
Budget Group Size	:	1
Gross Income Eligibility Limit	= \$	2430.00
Net Income Eligibility Limit	= \$	1215.00
Financial Eligibility Result	:	Pass



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

**LTD** Local Training  
and Development

A blue-tinted photograph of a group of people in a meeting or training session. A man in the foreground is clapping his hands. The text 'Thank you!' is overlaid in white.

# Thank you!