Department of Social and Health Services

Olympia, Washington

**EAZ Manual**

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| Revision # | 735 |
| Category | Income - Budgeting |
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**Summary**

Clarifying Information for WAC 388-450-0215, *"How does the department estimate my assistance unit's income to determine my eligibility and benefits?"* was updated to reflect the following preferred budgeting method for income received once or twice a month.

Based on an employer's statement:

1. Multiply the number of hours by the hourly rate to get a weekly estimate.

2. Multiply the weekly estimate by 52 weeks to get a yearly estimate.

3. To get an estimate per pay period, divide the yearly estimate by:

    a. 12 pay periods per year, if paid **once a month.**

    b. 24 pay periods per year, if paid **twice a month.**

4. Budget the amount from Step 3 in ACES using CA/TM for twice a month and CA/MO for once a month. ACES will multiply this amount by:

    a. 1, if paid **once a month.**

    b. 2, if paid **twice a month.**

<u>Based on paychecks received (no changes were made to this method during this revision):</u>

1. Add up all of the paychecks received.

2. Divide by the number of paychecks to get an average per paycheck.

3. Budget the amount from Step 2 in ACES using code CA/TM for twice a month and CA/MO for once a month.  ACES will multiply this amount by:

   a. 1, if paid **once a month.**

   b. 2, if paid **twice a month.**