SASE·O·MATIC

Self-Assessment Skill Enhancer

Wages
(Double, Double, Toil and Trouble)

Answers are provided on page 2 and will be supplied upon completion of this exercise. Give yourself 5 points for each question you correctly answered.

Score: | **Question:**

1. You are reviewing pay stubs and you see a pay description of "user pay" and "RWP" in addition to the "regular" pay and hours. What actions should you take? Do you count and enter the additional gross amounts when calculating the allotment? How do you enter these additional pay types into CBMS?

2. The head-of-household tells you she is paid every two weeks and grosses approximately $1300 a month. She provides two check stubs as follows: 1) pay period of 1/17 to 1/30, pay date of 1/31 and a gross of $670 with a YTD of $2,110 and, 2) pay period of 2/28 to 3/13, pay date of 3/28 with gross of $640.00 with a YTD of $4190. What actions do you take? What do you data enter into CBMS?

3. A client tells you she works part time for Super Good Restaurant and is paid weekly grossing about $1,000 a month. You review two check stubs and see regular pay and tips listed. The gross amount on one check is $200 with a YTD gross of $3840 and the other is $220 with a YTD of $4104. What action do you take and what do you data enter into CBMS.

4. A participant at RRR states he provides maintenance and security in exchange for $1200 a month in rent since he lost his job 2 months ago. He provides a written statement and lease that verifies this situation. What actions do you take and how is this situation entered into CBMS?

5. A client is paid $516 every other week. You have entered 2 checks with gross amounts of $516. In CBMS wrap-up the total earned gross is $1032. Is this correct? If not, what is causing the error?

Question:

1. You are reviewing pay stubs and you see a pay description of "user pay" and "RWP" in addition to the "regular" pay and hours. What actions should you take? Do you count and enter the additional gross amounts when calculating the allotment? How do you enter these additional pay types into CBMS?
Speak with the client about the income and contact the employer for an explanation of the additional pay and determine if you can anticipate the pay on a regular monthly basis. If you cannot anticipate the additional wages (bonus, pay for meeting a team expectation, etc), do not count the income and enter the gross amount in CBMS w/o the additional pay. If you can anticipate the income on an ongoing basis, count the amount and enter the gross pay (be sure the additional pay is included in the gross) into CBMS. Be sure and document your discussion with the client and the contact with the employer, the details about the additional pay, and why you are or are not counting the income.

2. The head-of-household tells you she is paid every two weeks and grosses approximately $1300 a month. She provides two check stubs as follows: 1) pay period of 1/17 to 1/30, pay date of 1/31 and a gross of $670 with a YTD of $2,110 and, 2) pay period of 2/28 to 3/13, pay date 3/28 of $640.00 with a YTD of $4190. What actions do you take? What do you data entered into CBMS?
Make every reasonable attempt to get missing pay information either from the client, the employer or the Work Number. In this case, the client is failing to provide the checks with the larger gross amounts. Two weeks out of each month she works more hours and earns a higher gross (approximately $800). **Policy does not require additional verification**; however, CBMS data entry requires a full calendar month of income based on actual paydays. It is a best practice to get actual gross amounts; however, if this is not possible or it would delay timely processing, document the reason and document how you are arriving at a best estimate of gross. In this case the YTD, could be used.

3. A client tells you she works part time for Super Good Restaurant and is paid weekly grossing about $1,000 a month. You review two check stubs and see regular pay and tips listed. The gross amount on one check is $200 with a YTD gross of $3840 and the other is $220 with a YTD of $4104. What action do you take and what do you data enter into CBMS?
In this case, the gross for the check does NOT add the tips into the final figure, but does include tips in the YTD. Be sure you double check to ensure the pay period gross is for all income you want to anticipate. You will add the gross and the tips together and enter as one gross amount for each check into CBMS. Be sure and document the check pay period gross does not include tips and that tips were added to the final gross and entered into CBMS.

4. A participant at RRR states he provides maintenance and security in exchange for $1200 a month in rent since he lost his job 2 months ago. He provides a written statement and lease that verifies this situation. What actions do you take and how is this situation entered into CBMS?
Enter the In-Kind income as follows: from the income detail – in-kind income category, enter "type" as rent and the value (in this case $1200). Be sure you end his prior employment and rent amount in CBMS. If this is a Limited Change Reporting HH, use the end of the original certification period as the effective begin date for the new rent amount of $0. In CBMS Wrap-up, $0 earnings and $0 rent should appear in the calculation for SNAP.

5. A client is paid$516 every other week. You have entered 2 checks with gross amounts of $516. In CBMS Wrap-Up the total earned gross is $1032 for both the month of application and the following month. Is this correct? If not, what is causing the error?
No, this is not correct for either month as weekly income must be converted even for the month of application. $516 x 2.1667 = $1118.01. The cause of the error is that the pay "frequency" has been entered as twice a month rather than the correct every other week.

"Tally" Ho!

Points

20 – 25	You hit pay dirt!
10 – 15	You are on the edge.
0 – 5	You are in the hole.