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INCOME

406.1 GENERAL POLICY & REGULATION

This manual section sets forth the regulation, policy and procedure for determining a family's income as it pertains to eligibility determination or redetermination, and co-payment calculation.

As set forth in [§ 3041.3](#) (relating to definitions), income is defined as “including the following:

- (i) **Earned income including gross wages from work, cash and in-kind payments received by an individual in exchange for services and income from self-employment.**

NOTE: In-kind payments are payments for goods and services made in the form of other goods and services, not cash or other forms of money. Usually, the payee returns with the same kind of good or service. In the securities world, an individual may be paid in more bonds or stock, rather than cash interest. For purposes of eligibility determination, the CCIS must consider dividends on stocks and bonds, as well as interest on bonds.

- (ii) **Unearned income including cash and contributions received by an individual for which the individual does not provide a service.**
- (iii) **Unearned benefits received periodically by an individual, such as unemployment compensation, worker's compensation or retirement benefits.”**

When determining a family's income, the eligibility agency (CCIS) must first determine for which family members' income is counted per regulation and/or policy. As set forth in [§ 3041.32](#) (relating to income counted), “Income of the following family members is counted to determine financial eligibility: (1) The parent or caretaker (p/c) of the child for whom subsidy is sought; (2) A p/c's spouse; and (3) Children, excluding a child's earned income.”

The CCIS must also consider the following, per regulation and/or policy:

1. What type(s) of income must be included?
2. What type(s) of income must be excluded?
3. Is the family eligible for any deductions?
4. How is a weekly, bi-weekly, semi-monthly or other frequency of income converted to a gross monthly amount?

Any unearned income a family receives on behalf of a minor must be included in the income calculation; however, the CCIS must enter this income as associated to the primary caretaker and *NOT* the child. Income associated with a child will display incorrectly across multiple cases when the child exists in more than one case (i.e., joint custody).

INCOME

In the screen shot below, the case data on the Other Income Summary page indicates that one of the children, Mikah, has Social Security income incorrectly associated with him.


Help | Logout
 Pennsylvania's Enterprise to Link Information for Children Across Networks
 Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration
 Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Other Income Summary Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22	024	CCIS of Dauphin County	Open	Ongoing	, SONIA	

380: Data has changed. Please reassess and confirm eligibility

Individual	Income Source	Amount	How Often?	Effective Begin Date
<input type="checkbox"/> , MIKAH	Social Security Benefits	\$550	Monthly	09/20/2010 ⓘ
<input type="checkbox"/> , SONIA	Child Support	\$495.92	Monthly	08/31/1998 ⓘ

[NEW](#) [UPDATE](#) [HISTORY](#) [CASE PROFILE SUMMARY](#)

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 10.1.0.22

PELICAN CCW uses the income entered on this page in the income calculation. The income calculation is detailed on the Eligibility Results page as follows.


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Eligibility Detail Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22	024	CCIS of Dauphin County	Open	Ongoing	, SONIA	

Eligibility Details

Family Composition
Child Care Program: Low income

Individual Number	Individual	Date of Birth
	, SONIA	
	, RY	
	, ARINIA	
	, AI	
	, MIKAH	

Income Result

Family Size	Adjusted Annual Income	%FPIG	FPIG Income	Income Unit	Income Test Result
5	\$7,456.13	29%	\$25,790.00	N/A	Pass

Income Summary

Parent/Caretaker	Source	Amount(Annual)
Employment Income		
, SONIA	YWCA	+\$10,590.90
Gross Employment Income		+\$10,590.90
Self-Employment Income		
Gross Self-Employment Income		+\$0.00
Other Income		
, SONIA	Child Support	+\$5,951.04
, MIKAH	Social Security Benefits	+\$6,600.00
Gross Other Income		+\$12,551.04
Income Deductions		
, SONIA	Medical	-\$18,000.00
Total Income Deductions		-\$18,000.00
Total Adjusted Medical Deduction		-\$15,685.81
Gross Annual Income		+\$23,141.94
Calculated Annual Deductions		-\$15,685.81
Total Grant Amount		+\$0.00
Adjusted Annual Income		+\$7,456.13

[HISTORY](#) [RETURN TO SUMMARY](#)

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INCOME

Later, on 10/12/2010, the father requests subsidized child care after he is granted joint custody of Mikah. As the user creates a new case for the father, the income associated with Mikah is applied to this new case. See the screen shot below.


Help | Logout

Pennsylvania's Enterprise to Link Information for Children Across Networks
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Other Income Summary Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22	819	CCIS of Dauphin County	Pending	Intake	, HENRY	

Individual	Income Source	Amount	How Often?	Effective Begin Date
<input type="checkbox"/> , MIKAH	Social Security Benefits	\$550	Monthly	09/20/2010

[NEW](#) [UPDATE](#) [HISTORY](#) [CASE PROFILE SUMMARY](#)

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 10.1.0.22

PELICAN CCW uses the income entered on this page in the income calculation. The income calculation is detailed on the Eligibility Results page as follows.


Help | Logout

Pennsylvania's Enterprise to Link Information for Children Across Networks
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Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Eligibility Detail Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22	819	CCIS of Dauphin County	Pending	Intake	, HENRY	

Eligibility Details

Family Composition
Child Care Program: Low income

Individual Number	Individual	Date of Birth
	, HENRY	
	, MIKAH	

Income Result

Family Size	Adjusted Annual Income	%FPIG	FPIG Income	Income Unit	Income Test Result
2	\$41,430.00	284%	\$14,570.00	200%	Fail

Income Summary

Parent/Caretaker	Source	Amount(Annual)
Employment Income		
, HENRY	ABC	+\$34,830.00
Gross Employment Income		+\$34,830.00
Self-Employment Income		
Gross Self-Employment Income		+\$0.00
Other Income		
, MIKAH	Social Security Benefits	+\$6,600.00
Gross Other Income		+\$6,600.00
Income Deductions		
Total Income Deductions		\$0.00
Total Adjusted Medical Deduction		+\$0.00
Gross Annual Income		+\$41,430.00
Calculated Annual Deductions		\$0.00
Total Grant Amount		+\$0.00
Adjusted Annual Income		+\$41,430.00

[HISTORY](#) [RETURN TO SUMMARY](#)

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 10.1.0.22

INCOME

PELICAN CCW determines the new case “Ineligible” with a Failure Reason Code of “Over Income - Inelig”. This eligibility result is incorrect. The case should be determined “Eligible”. PELICAN CCW has incorrectly applied the Social Security income to this case.



Pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

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Family Composition Eligibility Results

Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22	819	CCIS of Dauphin County	Pending	Intake	, HENRY	

FC Eligibility Result : Low income

Run Date 10/12/2010 9:09:48 AM
 Status Pending
 Mode Intake

Eligibility Status	Eligibility Begin Date	Eligibility End Date
Ineligible	10/12/2010	

Failure Reasons

Failure Reason Code
Over Income - Inelig

[UPDATE](#)

Eligibility Override Details

Override Code Select...

Override Comments

Redetermination Details

Redetermination Date 04/13/2011

Override Code Select...

Override Comments

Co-pay Results

Family Size	Adjusted Annual Income	Weekly Co-pay	Co-pay Effective Date
2	\$41,430.00	\$60.00	10/18/2010

[INDIVIDUAL RESULTS](#) [ELIGIBILITY DETAILS](#) [SAVE](#) [CONFIRM](#) [HISTORY](#) [CASE PROFILE SUMMARY](#) [CANCEL](#)

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The following sections and subsections provide additional information regarding the questions above.

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[See Manual Section “406.16.3.1 – Questions – 413.1 – General Policy & Regulation”](#)

INCOME

406.2 DEFINITIONS & ACRONYMS

See [Manual “101 – Definitions and Acronyms”](#) for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.

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406.3 GOALS & OBJECTIVES

See [Manual Section “406.16.1 – Goals”](#) and [Manual Section “406.16.2 – Objectives”](#)

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406.4 INCOME INCLUSIONS

As set forth in [55 Pa.Code, Chapter 3041, Appendix A, Part I, Income Inclusions](#), “Income from the following sources is included when determining total gross monthly income:

- A. Money, wages or salary earned by a p/c before deductions for taxes, Social Security, savings bonds, pensions, union dues, health insurance and similar purposes, for work performed as an employee. This includes commissions, tips, piece-rate payments and cash bonuses. Income earned by an unemancipated minor is not included.

NOTES:

1. When a p/c receives quarterly bonuses that are indicated in the Year-To-Date (YTD) total **within the verification submitted for the most recent 6-week period**, but the CCIS is unable to distinguish the amount received in the most recent quarter, the CCIS must determine **whether the p/c received the bonus within the most recent 6-week period. If the p/c received a bonus in the most recent 6-week period, the CCIS must determine** the average quarterly bonus amount by dividing the YTD total by the number of quarters completed in the YTD.

EXAMPLES:

1. **A p/c receives an ongoing quarterly bonus. The bonus is indicated on the paystubs submitted for her August redetermination. The YTD History indicates 3 quarters and a total of \$1,500. The CCIS must divide the \$1,500 by 3 to determine the amount of the quarterly bonus received within the most recent 6-week period. The CCIS would then enter \$500 into PELICAN CCW on the Other Income page with an “Quarterly” frequency.**

INCOME

2. A p/c states she receives monthly bonuses. The bonus was indicated on the paystubs submitted for her last redetermination in January. The p/c is paid bi-weekly and the paystubs were dated 12/25/2009 and 1/8/2010. The YTD history indicated she had received a bonus in December. Discussion with the employer and/or p/c indicates the bonus is paid on the last Friday of every month. The paystubs submitted for the most recent redetermination (i.e., July) do not indicate a bonus was received in the most recent 6-week period. The YTD history reflects the same amount that was reflected in the paystubs submitted in January. The CCIS must end-date the bonus entered during the January redetermination. The CCIS will not enter any bonus information for this redetermination since the paystubs did not indicate a bonus was received in the most recent 6-week period.
3. A p/c states she receives monthly bonuses. The bonus was indicated on the paystubs submitted for her last redetermination in January. The p/c is paid bi-weekly and the paystubs were dated 12/25/2009 and 1/15/2010. The YTD history indicates she has received a bonus in December. Discussion with the employer and/or p/c indicates the bonus is paid on the last Friday of every month. The YTD History indicates a total of \$2,400. The CCIS must divide the \$2,400 by 12 to determine the amount of the monthly bonus received within the most recent 6-week period. The CCIS would then enter \$200 into PELICAN CCW on the Other Income page with a "Monthly" frequency.
4. A p/c receives a one-time or annual bonus. The bonus is indicated on one of the paystubs submitted for her December redetermination. The YTD History indicates a total of \$1,500. The CCIS must enter the \$1,500 into PELICAN CCW on the Other Income page with an "Annual" frequency.

INCOME

2. In cases where a p/c receives Social Security benefits (i.e., SSDI, SSI, etc.), the CCIS must use the amount specified in the award letter **if the p/c submits an award letter as verification of receipt of Social Security benefits**, or the gross amount, as the income received from this source even in cases where the actual amount received by the p/c may be less due to overpayments being collected or other deductions.

EXAMPLE: **The p/c submits an award letter as verification of receipt of Social Security benefits.** The award letter indicates \$550/month with \$100 withheld for child support. The CCIS must include the entire \$550 for this resource. The CCIS will then enter a child support deduction of \$100.

NOTE: **The p/c is NOT required to submit an award letter as the only acceptable verification of receipt of Social Security benefits. The p/c may submit any acceptable form of verification as set forth in §3041.65(c) (relating to verification of income). If the p/c chooses to submit an award letter as verification of receipt of Social Security benefits, the p/c must submit the award letter in its entirety (i.e., all pages).**

3. An “unemancipated minor” is an individual who is under 18 years of age and has not been emancipated by marriage or by court order. “Emancipation” is a legal process by which minors can attain legal adulthood before reaching 18 years of age. A court finding of emancipation is not necessarily permanent. A minor’s legal status may move in and out of emancipation depending on the facts at the time.

B. Armed forces pay which includes base pay plus cash, but does not include housing subsistence, allowances or the value of rent-free quarters.

NOTE: In a 2-p/c family that includes a p/c that is considered a member of the family but is not currently in the home because the p/c is deployed/in an active military status, the CCIS must include that p/c’s armed forces pay, and any other income that p/c receives, when determining the family’s gross income.

INCOME

- C. Voluntary and court-ordered support received for any person in the family.

NOTE: In the absence of a voluntary support order or agreement, the CCIS must work with the p/c to determine a representative amount (i.e., the absent p/c pays bills or pays a portion of the groceries or diapers).

- D. Net income from nonresident and real property, defined as gross receipts minus the expenses for continuing the income, such as depreciation charges, business taxes (not personal income taxes), interest on mortgages, repairs and similar expenses.
- E. Social Security benefits, Supplemental Security Income, survivors' benefits and permanent disability insurance payments made by the Social Security Administration before deductions of health insurance premiums.
- F. Railroad retirement, disability or survivors' benefit payments made by the United States Government under the Railroad Retirement Act, before deductions of health insurance premiums.
- G. State blind pension payments made by the Department.
- H. Public assistance or welfare benefits or retirement benefits.
- I. Private pensions and annuities, including retirement benefits paid to a retired person or his survivors by a former employer or a union, either directly or through an insurance company.
- J. Government employee pensions paid by Federal, State, county or other governmental agencies to former employees, including members of the armed forces, or their survivors.
- K. Unemployment compensation received from government unemployment insurance agencies or private companies during periods of unemployment and strike benefits received from union funds.

NOTE: The timeframe used when calculating Unemployment Compensation is generally 52 weeks, unless the p/c submits verification indicating the income is received over a lesser timeframe. The timeframe for Unemployment Compensation without any extensions is 26 weeks and the benefits may continue for as long 99 weeks (based on filing all available extensions).

- L. Workers' compensation received from private or public insurance companies.

INCOME

- M. Veterans' payments, defined as money paid periodically by the Veterans Administration (VA) to disabled members of the armed forces or to the survivors or dependents of deceased or disabled veterans, subsistence allowances paid to the survivors of deceased veterans and subsistence allowances paid to veterans for education and on-the-job training, as well as so-called "refunds" paid to ex-service persons as GI insurance premiums. For the disabled veteran in the Vocational Rehabilitation Program, the subsistence allowance and the veteran's disability allowance are counted as income.**
- N. Capital gains, profit from S-corporations and dividends, including dividends from stocks, bonds, mutual funds or from membership in an association.**
- O. Interest on savings and bonds.**
- P. Income from estates and trust funds.**
- Q. Net income from royalties.**
- R. Lump sum cash of more than \$100: inheritances, life insurance benefits; personal injury and other damage awards and settlements; retroactive benefits such as Retirement, Survivor's or Disability Insurance and delayed Unemployment, divorce settlements, gifts or Worker's Compensation.**
- S. Lump sum cash lottery winnings or cash prizes of more than \$100.**
- T. Profit from self-employment; total gross receipts minus costs of doing business. The costs of doing business include:**
 - (1) Costs of maintaining a place of business such as rent, utilities, insurance on the business and its property and property taxes. If a business is operated in a home, the costs of maintaining a place of business are only those costs identified for the part of the home used exclusively for the business.**
 - (2) Interest on the purchase of income-producing equipment and property.**
 - (3) Employee labor costs, such as wage, salaries, taxes, benefits, Unemployment Compensation or Worker's Compensation.**
 - (4) Cost of goods sold, supplies and materials.**
 - (5) Advertising costs.**
 - (6) Accounting and legal fees.**
 - (7) Professional licensing fees and union dues, if necessary to practice a profession or trade.**
 - (8) Transportation costs necessary to produce income.**
 - (9) Depreciation.**

INCOME

(10) Other deductions allowed by the Internal Revenue Service (IRS).

NOTE: For additional information regarding the calculation and/or verification of income from self-employment, see [Manual “405 – Self-Employment”](#).

- U. Net income from room rent or room and board: Gross income received minus \$10 per month for each room rented. Divide the remainder by 2. That number is the income inclusion.”**

EXAMPLE: A p/c reports he is renting out three rooms at \$750/month, which equals \$2250. The CCIS must subtract \$30 and then divide the remainder by 2. The income inclusion for this p/c is \$1110.

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[See Manual Section “406.16.3.2 – Questions – 406.4 – Income Inclusions”](#)

406.5 DEDUCTIONS

As set forth in [55 Pa.Code, Chapter 3041, Appendix A, Part II, Deductions](#) (relating to income deductions), “The following are deducted when determining adjusted monthly income:

- A. Voluntary or court-ordered support paid by the p/c or a family member to a present or former spouse not residing in the same household.**
- B. Voluntary or court-ordered child support paid by the p/c or family member to a person not residing in the same household.**
- C. A medical expense not reimbursed through medical insurance that exceeds 10% of the family gross monthly income. The medical expense must have been incurred within the 90-day period prior to the date the p/c notifies the CCIS of the expense and there must be an expectation that the expense will continue to be incurred for the 6 months following the outset of the expense.**

NOTE: For additional information, see [Manual Section “406.5.1 – Medical Deductions”](#).

- D. The stepparent deduction as shown in the Stepparent Deduction Chart.**

NOTE: For additional information, see [Manual Section “406.5.2 – Stepparent Deduction”](#).

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[See Manual Section “406.16.3.3 – Questions – 406.5 – Deductions”](#)

INCOME

406.5.1 Medical Deductions

As specified in [55 Pa.Code, Chapter 3041, Appendix A, Part II](#), (relating to income deductions), “A medical expense not reimbursed through medical insurance is deducted when determining adjusted monthly income if the medical expense:

- Exceeds 10% of the family gross monthly income.
- Was incurred within the 90-day period prior to the date the p/c notifies the CCIS of the expense.
- Is expected to continue to be incurred for the 6 months following the outset of the expense.”

“Medical expenses are based on the monthly expenses or monthly payment plan, or both, and includes bills for doctors; hospital costs; dental services; health care premiums; institutional care; medications; prosthetic devices; durable medical equipment; and mental health services.

NOTE: Dental and vision insurance premiums are included in the definition of “health care premiums”.

The amount of a medical deduction is based on the “pre-tax” amount of the medical expense.

The CCIS must review income verification thoroughly, particularly if the income verification submitted consists of paystubs, to determine whether there are any expenses the p/c incurs that would qualify as a medical deduction. The p/c is not always aware of what types of expenses qualify as medical deductions.

The CCIS MAY continue to enter ALL medical deductions into PELICAN CCW; however, the CCIS must delete the medical deduction if it does not meet all of the criteria described above following eligibility assessment.

When entering the medical expense, the CCIS must enter the full amount of the expense. PELICAN CCW will determine the amount of the medical deduction (i.e., the portion exceeding 10% of the family’s gross monthly income).

INCOME

EXAMPLES:

1. A p/c makes \$23,141.94/year gross income and submits medical expenses totaling \$1,800/year (or \$150/month). The CCIS enters the medical expenses as indicated below.

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pennsylvania PELICAN Child Care Works Pennsylvania's Enterprise to Link Information for Children Across Networks

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Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Deduction Summary Select. . . GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

380: Data has changed. Please reassess and confirm eligibility

Individual	Deduction Type	Amount	How Often?	Effective Begin Date
<input type="checkbox"/> , SONIA	Medical	150	Monthly	10/13/2010

NEW UPDATE HISTORY CASE PROFILE SUMMARY

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 10.1.0.23

The CCIS must review the “Total Adjusted Deduction” amount on the Eligibility Details page to determine whether the medical deduction must be deleted or whether the results may simply be “confirmed”.

In this case, there is no valid medical deduction. See screen shot below.

INCOME



Pennsylvania
PELICAN
Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

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Eligibility Detail Select...

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

380: Data has changed. Please reassess and confirm eligibility

Eligibility Details

Family Composition
Child Care Program: Low income

Individual Number	Individual	Date of Birth
	, SONIA	
	, RY	
	, ARI	
	, AINIA	
	, MIKAH	

Income Result

Family Size	Adjusted Annual Income	%FPIG	FPIG Income	Income Unit	Income Test Result
5	\$7,456.13	29%	\$25,790.00	N/A	Pass

Income Summary

Parent/Caretaker	Source	Amount(Annual)
Employment Income		
, SONIA	YWCA	+\$10,590.90
Gross Employment Income		+\$10,590.90
Self-Employment Income		
Gross Self-Employment Income		+\$0.00
Other Income		
, SONIA	Child Support	+\$5,951.04
, MIKAH	Social Security Benefits	+\$6,600.00
Gross Other Income		+\$12,551.04
Income Deductions		
, SONIA	Medical	-\$1,800.00
Total Income Deductions		-\$1,800.00
Total Adjusted Medical Deduction		+\$0.00
Gross Annual Income		+\$23,141.94
Calculated Annual Deductions		\$0.00
Total Grant Amount		+\$0.00
Adjusted Annual Income		+\$23,141.94

[HISTORY](#) [RETURN TO SUMMARY](#)

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 10.1.0.23

INCOME

2. A p/c makes \$23,141.94/year gross income and submits medical expenses totaling \$18,000/year (or \$1,500/month). The CCIS enters the medical expenses as indicated below.

The screenshot shows the 'Deduction Summary' page for a case in Dauphin County. The page includes a header with the Pennsylvania Pelican Child Care Works logo and navigation links. Below the header is a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The data row shows County 22, Office CCIS of Dauphin County, Status Open, Mode Ongoing, and Parent/Caretaker , SONIA. Below this is a table with columns: Individual, Deduction Type, Amount, How Often?, and Effective Begin Date. The data row shows Individual , SONIA, Deduction Type Medical, Amount 1500, How Often? Monthly, and Effective Begin Date 07/19/2010. The row is highlighted with a red border. At the bottom of the page, there are navigation links: NEW, UPDATE, HISTORY, and CASE PROFILE SUMMARY. The footer shows UserID: t-test21 | Office: CCIS of Dauphin County and System Acceptance Test | Version 10.1.0.22.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Individual	Deduction Type	Amount	How Often?	Effective Begin Date
, SONIA	Medical	1500	Monthly	07/19/2010

In this case, there is a valid medical deduction of \$15,685.81. This is calculated by multiplying the family's gross annual income of \$23,141.94 by 10%, which equals \$2,314.19; then subtracting \$2,314.19 from \$18,000.

INCOME



pennsylvania
PELICAN
Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

[Help](#) | [Logout](#)

[Client Search](#) | [Enrollment Search](#) | [Inbox Home](#) | [OCDEL Policy](#)

Eligibility Detail Select...

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Eligibility Details

Family Composition
Child Care Program: Low income

Individual Number	Individual	Date of Birth
	, SONIA	
	, RY	
	, ARI	
	, AINIA	
	, MIKAH	

Income Result

Family Size	Adjusted Annual Income	%FPIG	FPIG Income	Income Unit	Income Test Result
5	\$7,456.13	29%	\$25,790.00	N/A	Pass

Income Summary

Parent/Caretaker	Source	Amount(Annual)
Employment Income		
, SONIA	YWCA	+\$10,590.90
Gross Employment Income		+\$10,590.90
Self-Employment Income		
Gross Self-Employment Income		+\$0.00
Other Income		
, SONIA	Child Support	+\$5,951.04
, MIKAH	Social Security Benefits	+\$6,600.00
Gross Other Income		+\$12,551.04
Income Deductions		
, SONIA	Medical	-\$18,000.00
Total Income Deductions		-\$18,000.00
Total Adjusted Medical Deduction		-\$15,685.81
Gross Annual Income		+\$23,141.94
Calculated Annual Deductions		-\$15,685.81
Total Grant Amount		+\$0.00
Adjusted Annual Income		+\$7,456.13

[HISTORY](#) [RETURN TO SUMMARY](#)

UserID: t-test21 | Office: CCIS of Dauphin County
System Acceptance Test | Version 10.1.0.22

When a medical deduction is entered in PELICAN CCW, regardless of whether the deduction is considered in the income calculation, PELICAN CCW lists the deduction on all of the notices PELICAN CCW generates for the case. **For this reason, the CCIS must ensure it deletes any medical expense information that does not meet the criteria set forth above. The CCIS must enter detailed case comments regarding the procedures followed when processing medical expenses to determine whether there is a valid medical deduction.**

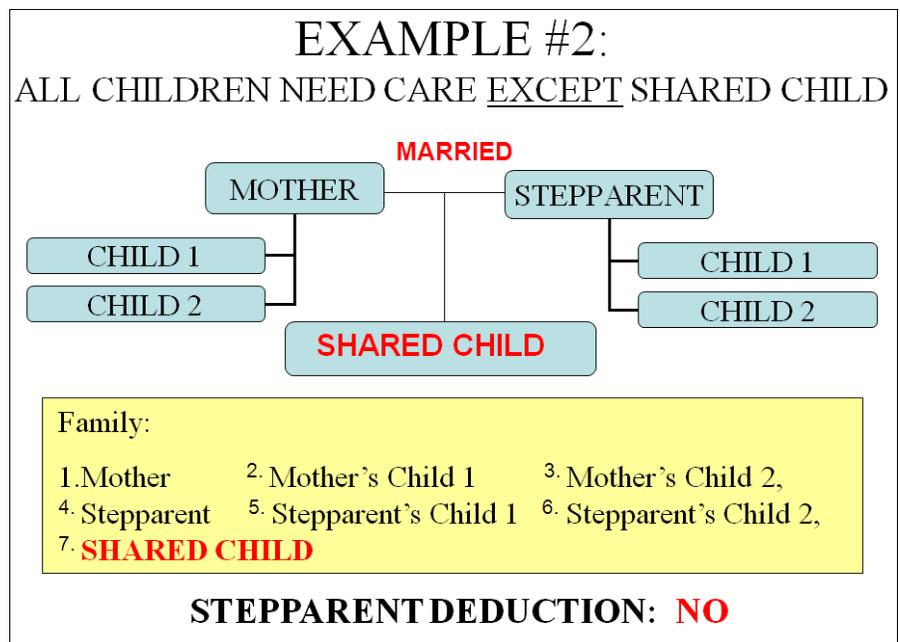
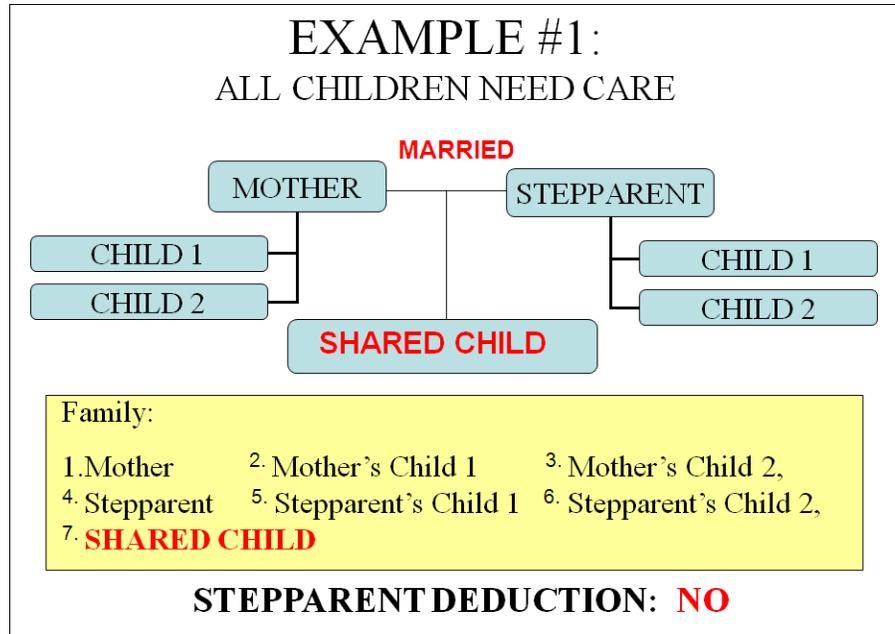
[Return to Table of Contents](#)

[See Manual Section “406.16.3.4 – Questions – 406.5.1 – Medical Deductions”](#)

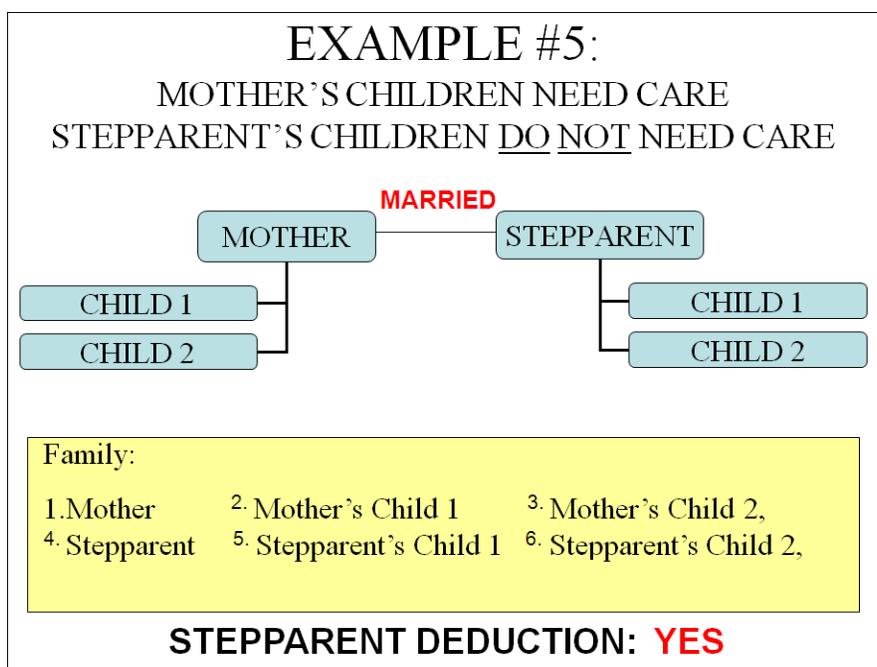
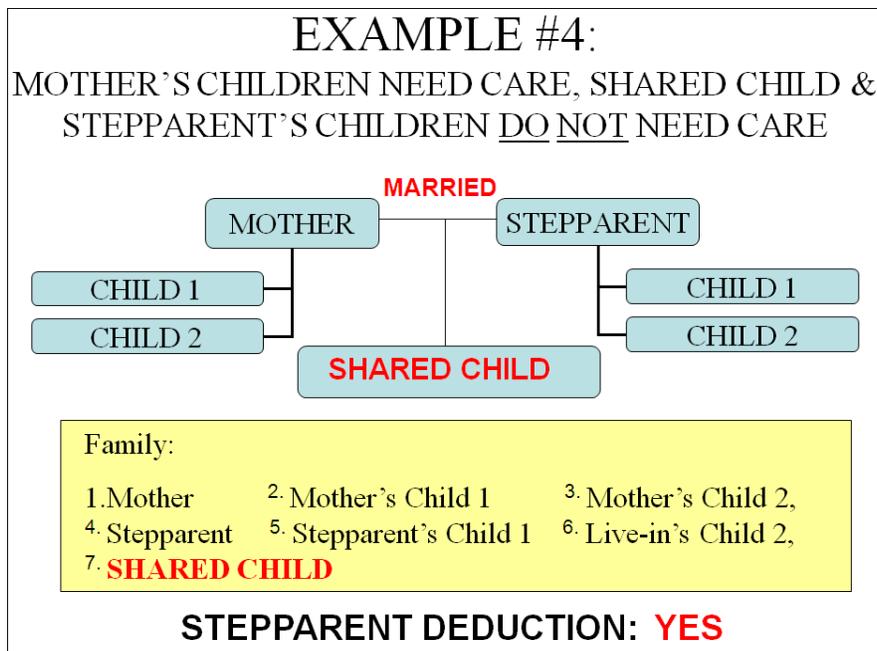
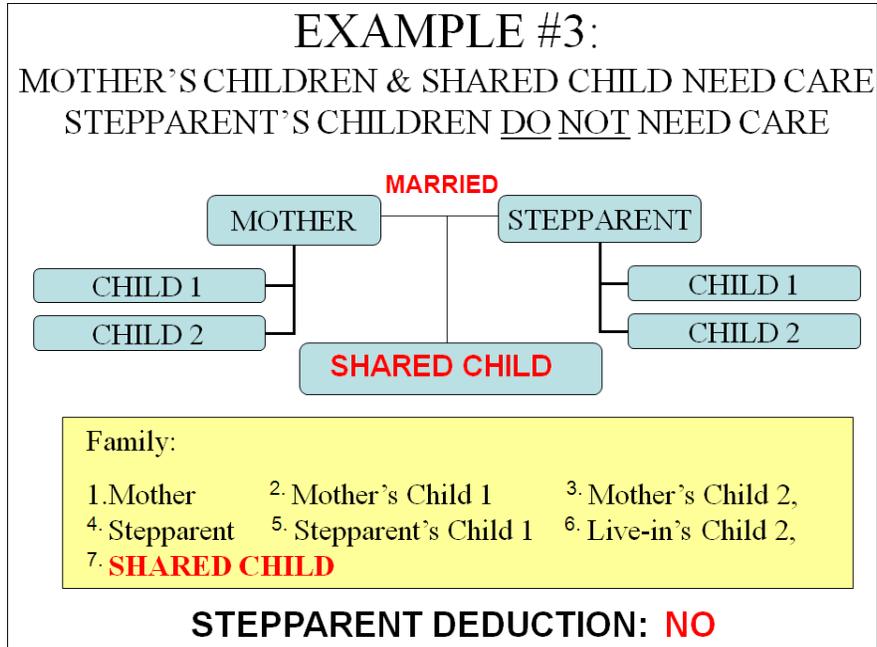
INCOME

406.5.2 Stepparent Deduction

A stepparent deduction is *NOT* deducted when the stepparent is the biological parent of a child who resides in the same household and for whom subsidized child care is requested.



INCOME



In addition, same-sex couples are not eligible for a stepparent deduction unless they have a valid marriage certificate.

INCOME

Same-sex couples are treated in the same manner as any other couple. In order to be considered a parent of the child, the individual must be the child's biological parent (verified by hospital or other medical records, or included on the child's birth certificate), must have adopted the child or must be married to the biological parent of the child.

EXAMPLES: (Specific to same-sex couples).

1. Family includes the child for whom subsidy is requested, the child's parent and the parent's partner (i.e., there is no marriage certificate). The parent's partner is listed on the child's birth certificate.

Case Members: BOTH PARENTS AND CHILD.

Family Size: 3.

Stepparent Deduction: NO.

2. Family includes the child for whom subsidy is requested, the child's parent and the parent's partner (i.e., there is no marriage certificate). The parent's partner adopted the child.

Case Members: BOTH PARENTS AND CHILD.

Family Size: 3.

Stepparent Deduction: NO.

3. Family includes the child for whom subsidy is requested, the child's parent and the parent's partner (i.e., there is no marriage certificate). The parent's partner is NOT listed on the child's birth certificate and has NOT adopted the child.

Case Members: PARENT AND CHILD.

Family Size: 2.

Stepparent Deduction: NO.

4. Family includes the child for whom subsidy is requested, the child's parent and the parent's spouse (i.e., there is a marriage certificate). The parent's partner is NOT listed on the child's birth certificate and has NOT adopted the child.

Case Members: BOTH PARENTS AND CHILD.

Family Size: 3.

Stepparent Deduction: YES.

5. Family includes the child for whom subsidy is requested, the child's parent and the parent's partner (i.e., there is no marriage certificate) and the partner's child. The parent's partner is NOT listed on the child's birth certificate and has NOT adopted the child. Care is also requested for the partner's child.

Case Members: CREATE TWO CASES – EACH CONTAINING A PARENT AND CHILD.

Family Size: 2 IN EACH CASE.

Stepparent Deduction: NO.

INCOME

The amount of the deduction per family per income calculation is based on family size and county of residence as indicated in the chart below. **The amounts listed in the chart are ANNUAL amounts to be deducted once per year.**

County of residence	Family composition/size					
	2	3	4	5	6	Each add'l
Adams, Allegheny, Berks, Blair, Bradford, Butler, Centre, Columbia, Crawford, Cumberland, Dauphin, Delaware, Erie, Lackawanna, Lebanon, Lehigh, Luzerne, Lycoming, Monroe, Montour, Northampton, Philadelphia, Sullivan, Susquehanna, Union, Warren, Wayne, Westmoreland, Wyoming and York	\$461	\$587	\$724	\$859	\$976	\$121
Armstrong, Bedford, Cambria, Clarion, Clearfield, Fayette, Forest, Fulton, Greene, Huntingdon, Jefferson, Juniata, Northumberland, Schuylkill and Somerset	\$406	\$532	\$662	\$791	\$894	\$121
Beaver, Cameron, Carbon, Clinton, Elk, Franklin, Indiana, Lawrence, McKean, Mercer, Mifflin, Perry, Potter, Snyder, Tioga, Venango and Washington	\$444	\$573	\$698	\$829	\$943	\$121
Bucks, Chester, Lancaster, Montgomery and Pike	\$481	\$614	\$749	\$885	\$1001	\$121

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[See Manual Section “406.16.3.5 – Questions – 406.5.2 – Stepparent Deduction”](#)

INCOME

406.5.3 Child Support

“Voluntary or court-ordered child support paid by the p/c or a family member to a person not residing in the same household is deducted when determining adjusted monthly income, as set forth in [55 Pa.Code, Chapter 3041, Appendix A, Part II, Deductions](#) (relating to income deductions).”

If a p/c is paying child support, including arrearages, to the CAO on behalf of a child, the p/c is NOT eligible for a child support deduction because the p/c is considered to be settling an outstanding bill with the Department ONLY. When an absent parent is paying child support, including arrearages, to the CAO on behalf of a child, the other parent does not see that money. The Department collects that money to offset the receipt of the TANF benefits. To be eligible for a child support deduction, the absent parent must pay child support to another parent living outside of the home and the other parent must see the benefit of that income.

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[See Manual Section “406.16.3.6 – Questions – 406.5.3 – Child Support”](#)

406.5.4 Alimony

“Voluntary or court-ordered support paid by the p/c or a family member to a present or former spouse not residing in the same household is deducted when determining adjusted monthly income, as set forth in [55 Pa.Code, Chapter 3041, Appendix A, Part II, Deductions](#) (relating to income deductions).”

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[See Manual Section “406.16.3.7 – Questions – 406.5.4 – Alimony”](#)

INCOME

406.6 Child Support Amount

“A p/c must report the receipt or payment of child support,” as specified in **55 Pa.Code, Chapter 3041, Appendix A, Parts I & II, (relating to income inclusions; and income deductions)**. When a p/c reports the receipt or payment of child support, the CCIS must include it in the income calculation, regardless of whether the payments are received voluntarily or are court-ordered.

When a p/c reports the receipt of child support, the CCIS must use the information submitted by the p/c to determine the amount and frequency of the child support income received by the p/c. When the CCIS determines a representative amount and frequency of receipt, the CCIS must enter this information on the Other Income Detail page in PELICAN CCW. PELICAN CCW will use the information the CCIS enters to determine the annual amount.

NOTE: When entering child support from multiple payers, the CCIS may combine the amounts for entry or make a separate entry for each payer as determined by local business practice. The income should **NOT** be assessed against the children in the case.

In cases where parents are reconciling and are awaiting a future DRO appointment to terminate the child support order, the child support income is NOT counted and the family is NOT eligible for a child support deduction.

Additional information regarding child support enforcement, as well as a glossary of commonly used terms and the answers to frequently asked questions, can be found at https://www.humanservices.state.pa.us/csww/CSWS_controller.aspx?Selectio nIdBottom=o&PageId=CSWS/services.ascx. Also, a booklet containing the best practices of Pennsylvania counties can be found at <http://www.d-r-a-p.org/pabesti.htm>.

In practice, the amount and frequency of child support payments can vary widely from the amount listed on the court order. The “payor” (i.e., the person who makes a payment, usually non-custodial parents or someone acting on their behalf, or a custodial party who is repaying a receivable) may:

1. Miss payments;
2. Be ordered by the court to make large lump sum payments on delinquencies to avoid incarceration;
3. Have their income tax refunds diverted to pay outstanding delinquent child support; or
4. Never actually make any payments as ordered by the court.

INCOME

These variations make calculating child support more complicated. There will always be situations that will occur that are not specifically discussed in this manual section, but the CCIS should always follow these principles when determining support:

1. One quarter or any 13-week period is to be the standard acceptable period for averaging child support payments.

NOTE: Obtaining 13 weeks' worth of verification is not necessary if the amount and frequency can be easily determined using verification covering a lesser number of weeks. The period of verification must cover a minimum of 4 weeks within the most recent 6-week period and may cover up to 13 weeks, if there is a need to average.

2. The CCIS must demonstrate the method used to calculate the resulting child support amount either in the application and/or redetermination packet, as well as in case comments.
3. If a p/c reports that he/she does not receive child support and the CCIS has no demonstrable reason to believe differently, the p/c is NOT required to verify that he/she does not or no longer receives support payments.

NOTE: This requirement applies to applicants and recipients who NEVER REPORTED receipt of child support income ONLY. If a p/c has been receiving child support income and later reports a decrease or that child support income is no longer received, the p/c MUST submit verification of the change.

4. The CCIS may NOT create a standard business practice by which information is obtained from the Domestic Relations Office (DRO) for each p/c when the p/c has not reported the receipt of child support payments.

NOTE: This requirement applies to applicants and recipients who NEVER REPORTED receipt of child support income ONLY. If a p/c has been receiving child support income and later reports a decrease or that child support income is no longer received, the p/c MUST submit verification of the change.

Sometimes the verification related to child support payments obtained from Pennsylvania Child Support Enforcement System (PASCES) or the DRO will indicate irregular payments, lump sum payments and other payment differences that will require that the CCIS make a determination of the average amount of child support that the p/c receives. When making this determination the CCIS should discuss the information received from PASCES and/or the DRO with the p/c to make the most accurate determination of the child support amount received.

INCOME

If lump sum payments are noted, the CCIS should discuss with the p/c the nature of these sums to determine whether the payments are made against arrearages, are IRS intercept payment, or some other type of payment. This information will be helpful in determining how to treat the payments when making the final calculation of the child support amount. **When making a calculation of the average amount of child support received, the CCIS must use one fiscal quarter (i.e., 13 weeks) as the standard period to review.**

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[See Manual Section “406.16.3.8 – Questions – 406.6 – Child Support Amount”](#)

406.6.1 Regular Receipt of Payments

The following are examples of acceptable procedures for verifying court-ordered child support when payments are regular and there is no need to average support payments:

1. The p/c states he/she receives the amount indicated in the court order, has provided a copy of the order as verification and the CCIS has no reason to believe that the p/c receives a different amount, the CCIS must enter the amount and frequency of support received based upon the court order.
2. If the p/c provides a copy of a printed screen or printout from the DRO and/or PACSES, the amount reflected appears to be regular in amount and frequency and the CCIS has no reason to believe that the p/c receives a different amount, the CCIS must enter the amount and frequency of support received based upon this information.

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INCOME

406.6.2 Irregular Receipt of Payments

The following are examples of acceptable procedures for verifying court-ordered child support when payments are irregular:

1. The p/c submits a statement and/or printout from the DRO or PACSES that displays all support payments for the most recently completed quarter (i.e., 13 weeks), regular payments of \$100 weekly and a lump sum payment of \$1,500. The CCIS determines the lump sum payment was either an IRS intercept from the payer's income tax refund or a lump sum payment against arrearages.

The CCIS must:

- a. Enter the \$100 in PELICAN CCW as a "Weekly" amount.
- b. Enter the \$1,500 in PELICAN CCW as a "One Time Only" amount.
- c. Set a tracking date in the case to remind the user to review this information after one year since a lump sum payment is calculated over 12 months.

NOTE: The CCIS must set the tracking date alert one year from the date eligibility was confirmed in PELICAN CCW.

- d. Make appropriate notations directly on the documents used for verification or an attached worksheet, as well as in case comments that indicate how the support determination was calculated.

2. The p/c submits a statement and/or printout from the DRO or PACSES that displays all support payments for the most recently completed quarter (i.e., 13 weeks). During the quarter there are five payments shown spread throughout the period. Payments are: \$100, \$300, \$200, \$100, and \$150 for a total of \$850 for the quarter.

The CCIS must:

- a. Divide the \$850 received by 13 (i.e., the number of weeks in the quarter) arriving at a weekly average amount of \$65.38.
- b. Enter the \$65.38 in PELICAN CCW as a "Weekly" amount.
- c. Make appropriate notations directly on the documents used for verification or an attached worksheet, as well as in case comments that indicate how the support determination was calculated.

INCOME

3. The p/c submits a statement and/or printout from the DRO or PACSES that displays all support payments for the most recently completed quarter (i.e., 13 weeks). During the quarter there is one payment shown during the first week of the period. The payment is \$100. There are no payments indicated since that payment and no payments in the most recent 6-week period.

The CCIS must:

- a. Make appropriate notations directly on the documents used for verification, as well as in case comments indicating how the support determination was made.
- b. Enter "\$0" in PELICAN CCW. Do NOT enter \$100/13 weeks.

NOTE:

The CCIS may NOT enter child support as current income since the p/c has received no support payments within the most recently completed six weeks and the history does not indicate a regular support payment.

- c. Review child support with the p/c at the next eligibility redetermination.

4. The p/c submits a statement and or printout from the DRO or PACSES that displays all support payments for the most recently completed quarter (i.e., 13 weeks), shows there was one payment made in the seventh week in the amount of \$700 and then a payment of \$100 per week for each successive week in the period. Discussion with the p/c indicates that the payor had been laid off but upon returning to work had made a \$700 payment to "catch up" missed payments and then resumed regular weekly payments of \$100.

The CCIS must:

- a. Make the determination, based on the information provided.

NOTE:

The correct representation of child support is \$100 weekly.

- b. Enter \$100 in PELICAN CCW as a "Weekly" amount.
- c. Make appropriate notations directly on the documents used for verification and/or an attached worksheet, as well as in case comments that indicate how the support determination was calculated.

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INCOME

406.7 INCOME EXCLUSIONS

As set forth in [55 Pa.Code, Chapter 3041, Appendix A, Part III, Income Exclusions](#), “Income from the following sources is **excluded** when determining total gross monthly income:

- A. **Employment earnings of an individual who is an unemancipated minor.**

NOTE: An “unemancipated minor” is an individual who is under 18 years of age and has not been emancipated by marriage or by court order. “Emancipation” is a legal process by which minors can attain legal adulthood before reaching 18 years of age. A court finding of emancipation is not necessarily permanent. A minor’s legal status may move in and out of emancipation depending on the facts at the time.

- B. **Tax refunds, including earned income tax credits.**
- C. **Withdrawal of bank, credit union or brokerage deposits.**
- D. **Money borrowed.**
- E. **Nonrecurring money (in amounts under \$100 per person per year) given as a gift, from any source.**
- F. **The value of benefits under the Food Stamp Act of 1977 (U.S.C.A. §§ 2011 - 2036).**
- G. **The value of foods donated from the United States Department of Agriculture.**
- H. **The value of supplemental foods assistance under the Child Nutrition Act of 1966 (42 U.S.C.A. §§ 1771 - 1791) and the special food service programs for children under that act.**
- I. **Loans and grants, such as scholarships, obtained and used for conditions that preclude their use for living costs.**
- J. **Any grant or loan to an undergraduate student for educational purposes, made or insured under any program administered under the Higher Education Act of 1965 (20 U.S.C.A. §§ 1001 - 1145-q).**
- K. **Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C.A. §§ 4601 - 4655).**
- L. **Any home produce used for household consumption.**
- M. **Any payment made on behalf of an individual for household expenses, such as rent, food and utilities.**

NOTE: Any travel expenses (i.e., flight, car rental or hotel expenses; or mileage reimbursement) that are paid by a p/c and later reimbursed by an employer are excluded when determining the family’s gross income.

INCOME

- N. Payments to Volunteers in Service to America under the Domestic Volunteer Service Act of 1973 (42 U.S.C.A. §§ 4951 – 5085), which include Americorps income.**

NOTES:

1. Volunteers may be either full-time or part-time and may earn funding for post-secondary education, in addition to a stipend.
2. When determining what income is excluded, the CCIS must exclude both the stipend and any funding earned for the payment toward post-secondary education.
3. Volunteers may be eligible for assistance with child care costs if child care is needed for the p/c to volunteer. The CCIS should explore the possibility of child care assistance through Americorps.

- O. Earnings received by any youth under the Workforce Investment Act of 1998, as amended; Pub. L. 105 – 220, Aug. 7, 1998, 112 Stat. 939. (29 U.S.C. 2801 et seq.).**

- P. Any foster care payments by a foster care placement agency, including payments to permanent legal guardians.**

NOTE: For additional information, see [Manual Section “406.12.3 – Foster Parent Income”](#)

- Q. Stipends derived from the Foster Grandparent Programs under sections 211 and 212 of the Domestic Violence Service Act of 1973 (42 U.S.C.A. §§ 5011 – 5012).**

- R. Low Income Home Energy Assistance Program (LIHEAP) benefits and cash in-kind energy assistance provided by private agencies and utility companies.**

- S. Any adoption assistance payments by a county children and youth agency.**

- T. Income received from Federal student aid or participation in a Federal work-study program.**

- U. Payments made by the Veterans Administration to children of Vietnam veterans under The Benefits for Children of Vietnam Veterans Act (38 U.S.C. § 1823c).**

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[See Manual Section “406.16.3.9 – Questions – 406.7 – Income Exclusions”](#)

INCOME

406.8 CONVERSION TABLE

As set forth in [55 Pa.Code, Chapter 3041, Appendix A, Part I, Income Inclusions, Conversion Table](#), the CCIS shall use the Conversion Table below to convert weekly, bi-weekly, semi-monthly and other pay periods to gross monthly amounts.

<i>Income Frequency</i>	<i>Conversion Method</i>
Bi-weekly (i.e., every two weeks)	Divide by 2, then multiply by 4.3
Semi-monthly (i.e., twice a month)	Multiply by 2 for monthly gross income
Monthly	Use the figure given
Quarterly	Divide by 3
Annually	Divide by 12
Lump Sum	Divide by 12

PELICAN CCW automatically calculates the family's annual income ***based upon the income frequency and amount entered by the CCIS*** so the CCIS must understand how to convert income based upon the Conversion Table above. There is no need for the CCIS to manually calculate income unless there is a special circumstance such as seasonal employment (i.e., a teacher receiving income over 9 months rather than 12, etc.).

EXAMPLES:

1. A p/c applies for subsidized child care and submits verification that she makes \$750 bi-weekly.
CALCULATION: $\$750/2 = \$375 \times 4.3 = \$1,612.50$
2. A 2-p/c family applies for subsidized child care and submits verification that the husband makes \$500 semi-monthly and the wife makes \$575 bi-weekly.
CALCULATION: $\$1,000$ (husband; $\$500 \times 2$)
 $+ \$1,236.25$ (wife; $\$575/2 = \287.50×4.3)
 $\$2,236.25$ (total income)
3. A p/c applies for subsidized child care and submits verification that he makes \$800 semi-monthly.
CALCULATION: $\$800 \times 2 = \$1,600$
4. A p/c applies for subsidized child care and submits verification that she makes \$990 quarterly.
CALCULATION: $\$990/3 = \330
5. A p/c applies for subsidized child care and submits verification that he makes \$12,120 annually.
CALCULATION: $\$12,120/12 = \$1,010$
6. A p/c applies for subsidized child care and submits verification that she received a lump sum of \$10,560.
CALCULATION: $\$10,560/12 = \880

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[See Manual Section "406.16.3.10 – Questions – 406.8 – Conversion Method"](#)

INCOME

406.9 DECIPHERING PAYSTUBS

Deciphering paystubs can be time-consuming and confusing, especially when they include variables such as overtime pay, bonuses, shift differentials, piece-rate pay and holiday pay. When determining income, the CCIS must look at the countable gross income. In addition, the CCIS must attempt to contact the employer to review the paystub if there is confusion regarding how to decipher the p/c's paystub(s).

If the p/c indicates the CCIS has used income that will not continue (i.e., overtime, bonuses, shift differentials, piece-rate pay or holiday pay), the CCIS must inform the p/c of the ability to submit additional income verification to reflect the absence of this income.

No later than 10 calendar days following the receipt of additional income verification, the CCIS will recalculate the family's income based upon the newly submitted verification, enter this information into PELICAN CCW on the Employment & Wage page in ongoing mode and PELICAN CCW will decrease the co-payment, if appropriate. The Redetermination Date is NOT reset.

The CCIS must review income verification thoroughly, particularly if the income verification submitted consists of paystubs, to determine whether there are any expenses the p/c incurs that would qualify as a medical deduction. The p/c is not always aware of what types of expenses qualify as medical deductions.

The CCIS must consider "Cafeteria Plan" issues. **OCDEL considers what constitutes a "Cafeteria Plan" in the same manner as the IRS. State law and regulation dictate what constitutes a "Cafeteria Plan". A "Cafeteria Plan" may include a multitude of things, but will typically be considered for purposes of determining the amount that may be used toward a deduction ONLY. "Cafeteria Plans" generally allow employees to choose between cash compensation, tax-exempt benefits and taxable benefits without the choice itself resulting in the inclusion of the tax-exempt benefits in taxable income. The CCIS should attempt to obtain additional information from the employer if the "Cafeteria Plan" is not specified on the paystub in a manner that is easily decipherable.**

If money is given from a "Cafeteria Plan" as income in the gross amount or as an employer-paid benefit and then is deducted as an employee contribution toward a benefit, the CCIS may not count this money as a deduction unless there is a remaining balance that meets the criteria set forth in **Manual Section "406.5.1 – Medical Deductions"**.

In addition, the CCIS may not use the employee contribution as a medical deduction in this circumstance.

INCOME

EXAMPLES:

1. A p/c applies for subsidized child care and submits verification that she makes \$1,960.50 bi-weekly. There is an item titled “PR Blue Cross PPO” listed on the paystub under the “Deductions” and “Paid Benefits” sections in the amount of \$440. The CCIS may ***NOT*** count the \$440 as a deduction because the employer paid the money to cover the expense; therefore there was no expense to the p/c. See paystub example below.

EMPLOYEE PAY STATEMENT						
					Personnel Number.... 00	
Pay Date	Payment Amount -	Gross +	Reim. -	Taxes -	Deds.	
07/23/2010	1,323.95 -	1,960.50 +	0.00 -	474.91 -	601.74	
Gross Current Pay	Rate	Hrs/Unt	Amount	Year To Date		
Normal working hours	26.14	38.50	1,006.39	22,735.26		
Annual Leave Pay	26.14	6.50	169.91	1,457.31		
Paid-Office Closing				405.17		
Sick Leave Pay	26.14	4.50	117.63	1,163.23		
Personal Leave Pay				392.10		
Compensatory	26.14	18.00	470.52	470.52		
Holiday/Comp lieu Holiday	26.14	7.50	196.05	1,176.30		
Total Gross			1,960.50	27,799.89		
Deductions			Amount	Year To Date		
EE PreTx M/H Pct			39.21	588.15		
Full Cov Class AA/Cat 0			122.53	1,737.49		
PRBlue Cross PPO			440.00			
Total Deductions			601.74	2,325.64		
Paid Benefits			Amount			
TX ER Social Security Tax			119.12			
TX ER Medicare Tax			27.86			
ER Basic Life			4.31			
Annuitant Med Hospital			200.00			
ER Workers Comp Benefit			42.36			
PR Blue Cross PPO			440.00			
ER-SERS			70.54			

2. A p/c applies for subsidized child care and submits verification that she makes \$1,960.50 bi-weekly. There is an item titled “PR Blue Cross PPO” listed on the paystub under the “Deductions” and “Paid Benefits” sections. The amount in the “Deductions” section is \$740. The amount in the “Paid Benefits” section is \$440. The CCIS ***MAY*** count the \$300 difference between the \$440 the employer pays toward the expense and the \$740 the p/c pays out-of-pocket as a deduction if the amount meets the criteria set forth in **Manual Section “406.5.1 – Medical Deductions”**. See paystub example below.

INCOME

EMPLOYEE PAY STATEMENT					
					Personnel Number..... 00
Pay Date	Payment Amount -	Gross +	Reim. -	Taxes -	Deds.
07/23/2010	1,323.95 -	1,960.50 +	0.00 -	474.91 -	901.74
<hr/>					
Gross Current Pay	Rate	Hrs/Unt	Amount	Year To Date	
Normal working hours	26.14	38.50	1,006.39	22,735.26	
Annual Leave Pay	26.14	6.50	169.91	1,457.31	
Paid-Office Closing				405.17	
Sick Leave Pay	26.14	4.50	117.63	1,163.23	
Personal Leave Pay				392.10	
Compensatory	26.14	18.00	470.52	470.52	
Holiday/Comp lieu Holiday	26.14	7.50	196.05	1,176.30	
Total Gross			1,960.50	27,799.89	
<hr/>					
Deductions			Amount	Year To Date	
EE PreTx M/H Pct			39.21	588.15	
Full Cov Class AA/Cat 0			122.53	1,737.49	
PRBlue Cross PPO			740.00		
Total Deductions			901.74	2,325.64	
<hr/>					
Paid Benefits			Amount		
TX ER Social Security Tax			119.12		
TX ER Medicare Tax			27.86		
ER Basic Life			4.31		
Annuitant Med Hospital			200.00		
ER Workers Comp Benefit			42.36		
PR Blue Cross PPO			440.00		
ER-SERS			70.54		

Any travel expenses (i.e., flight, car rental or hotel expenses; or mileage reimbursement) that are paid by a p/c and later reimbursed by an employer are excluded when determining the family gross income.

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[See Manual Section “406.16.3.11 – Questions – 406.9 – Deciphering Paystubs”](#)

INCOME

406.10 INCOME ADJUSTMENT

As set forth in [§ 3041.33](#) (relating to income adjustment), “To determine adjusted family income the CCIS shall:

- (1) Determine gross income as specified in [55 Pa.Code, Chapter 3041, Appendix A, Part I](#) (relating to income to be included, deducted and excluded in determining gross monthly income) for each family member listed in [§ 3041.32](#) (relating to income counted).
- (2) Estimate monthly income from each income source in accordance with [§ 3041.34](#) (relating to estimating income).
- (3) Convert weekly, bi-weekly, semi-monthly and other pay periods to gross monthly amounts using the Conversion Table in [55 Pa.Code, Chapter 3041, Appendix A, Part I, Income Inclusions, Conversion Table](#) and in [Manual Section “406.8 - Conversion Table”](#).
- (4) Calculate the total gross monthly income.
- (5) Determine other allowable deductions listed in [55 Pa.Code, Chapter 3041, Appendix A, Part II, Income Deductions](#) for each source of income.
- (6) Determine adjusted family income by subtracting the total monthly deductions specified in paragraph (5) from the total gross monthly income specified in paragraph (4).
- (7) Multiply adjusted family income by 12 to determine annual family income.
- (8) Determine the annual stepparent deduction as specified in [55 Pa.Code, Chapter 3041, Appendix C](#) (relating to Stepparent Deduction Chart) and in [Manual Section “406.5.2 - Stepparent Deduction”](#).
- (9) Determine the adjusted annual family income by subtracting the annual stepparent deduction specified in paragraph (8), as appropriate, from the total annual family income specified in paragraph (7).

PELICAN CCW automatically calculates the family’s annual income ***based upon the income frequency and amount entered by the CCIS, including any deductions entered by the CCIS***, so the CCIS must understand the steps required in determining the family’s adjusted income.

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[See Manual Section “406.16.3.12 – Questions – 406.10 – Income Adjustment”](#)

INCOME

406.11 ESTIMATING VERSUS ANTICIPATING INCOME

As set forth in [§ 3041.34\(a\)](#), “For the purpose of determining adjusted family income, the CCIS shall use its best estimate of monthly income based upon circumstances at the time of application/redetermination as specified in [55 Pa.Code, Chapter 3041, Appendix A, Part I](#), the [Conversion Table in 55 Pa.Code, Chapter 3041, Appendix A, Part I, Income Inclusions, Conversion Table](#) and in [Manual Section “406.8 – Conversion Table”](#). “For a p/c who is working and has received pay at the time they apply for subsidized child care, income shall be estimated based upon verified, actual amounts already received by the family prior to application/redetermination or verification of anticipated income,” as set forth in [§ 3041.34\(b\)](#). When a p/c has a new job or job change at the time of application/redetermination and has received some pay, but less than four weeks, at the time of the eligibility determination, the CCIS must use the verification of actual pay received and the information collected from the Employment Verification form (EV) regarding the p/c’s work schedule to make an accurate projection of four weeks of earned income.

EXAMPLE:

A p/c submitted one weekly paystub for a new job at \$10/hour and an EV indicating the p/c will work 40 hours/week. The CCIS must calculate the projected estimated weekly income as \$400, select “No” in response to both of the questions, enter this information in PELICAN CCW in the “Estimated Income” section of the Employment & Wage page and enter a detailed case comment explaining how the income amount was ascertained based on the verification submitted. If the p/c indicates the income may be less, the income can be adjusted down when four weeks of income verification is submitted.

When a p/c submits four weeks of income verification that indicates income that may not continue (i.e., overtime, bonuses, shift differentials, piece-rate or holiday pay), the CCIS must count this income and counsel the p/c regarding the ability to submit additional income verification to reflect the absence of this income.

As set forth in [§ 3041.34\(c\)](#), “When estimating income, the CCIS shall use the past 30 calendar days as an indicator of future amounts, unless:

- (1) A change has occurred.
- (2) A change is anticipated.
- (3) An unusual circumstance existed that is not expected to recur, such as overtime not likely to continue.”

“The CCIS shall adjust its estimate of monthly income to take into account recent or anticipated changes and unusual circumstances,” as set forth in [§ 3041.34\(d\)](#). As set forth in [§ 3041.34\(a\)](#), “When an applicant anticipates starting work within the next 30 days or has not yet received a first paycheck, income eligibility is established based on verified anticipated income.” “The p/c shall notify the CCIS of the actual amount of the income no later than 10 calendar days after receiving the first income”, as set forth in [§ 3041.34\(a\)](#). The CCIS must issue an Adverse Action if the p/c does not submit the additional income verification.

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[See Manual Section “406.16.3.13 – Questions – 406.11 – Estimated Versus Anticipated”](#)

INCOME

406.12 SPECIAL INCOME CONSIDERATIONS

The following subsections provide additional information regarding the policy and procedures for handling seasonal employment, self-employment, foster parent income, CAO unearned income and grant amounts.

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406.12.1 Seasonal Employment

Income from temporary or seasonal work is annualized, NOT pro-rated, unless the employee has a regularly scheduled break in work that exceeds 30 days but does not continue beyond 90 days, with a known begin and end date (i.e., teacher, including Head Start and PreK Counts; bus drivers; etc.). When a p/c reports seasonal employment, the CCIS must complete the following steps:

1. Determine the number of weeks/months the p/c works during the year.
2. Determine the gross weekly/monthly income and multiply the gross weekly/monthly income by the number of weeks/months the p/c works during the year, then enter the amount in PELICAN CCW with an “Annual” frequency.

NOTE: Do NOT determine the gross annual income and divide by the number of months the p/c works during the year. PELICAN CCW will incorrectly multiply the monthly amount by 12 to determine annual income.

EXAMPLES:

1. The CCIS received an application for a p/c that is a school district employee who works for a 10-month period (instead of 12 months). The p/c makes \$2,015.98/month for 10 months, which equals **\$20,159.80**/year. The CCIS must enter **\$20,159.80** as the income on the Employment & Wage page in PELICAN CCW with a frequency of “Annual”.
2. During a redetermination, a p/c reports she has taken a second job at a department store for the holiday season. Her employment will last only 3 weeks at \$200/week. The CCIS must enter \$600 on the Employment & Wage page in PELICAN CCW with a frequency of “Annual”.
3. Enter the amount derived from completing step (2) above in PELICAN CCW on the Employment & Wage page or the Self-Employment page, as appropriate.

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[See Manual Section “406.16.3.14 – Questions – 406.12 – Seasonal Employment”](#)

INCOME

406.12.2 Self-Employment

See Manual “405 – Self-Employment” for additional information regarding self-employment income.

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406.12.3 Foster Parent Income

A foster child is in the legal custody of the C&Y agency. The agency maintains custody while paying a licensed foster parent to provide care for the child. The state, via the family court and child protection agency, stands in loco parentis to the minor, making all legal decisions while the foster parent is responsible for the day to day care of said minor and is remunerated by the state.

When determining whether to enter foster parent income into PELICAN CCW, the CCIS must determine whether care is being requested for a foster child or foster children only. *If care is requested for a foster child or foster children only*, the foster parents’ income is excluded from the income calculation when determining the family’s gross income, ***unless the foster parent is self-employed.***

PELICAN CCW is designed to disregard a foster parent’s income as long as the relationship between the primary caretaker and the child(ren) requesting care is a “foster child” relationship; however, the CCIS ***MUST*** enter \$0 as income and mark it “Verified”.

Foster parents must meet the work-hour requirement to be eligible for subsidized child care, but they are ***not required to submit or verify income*** and the CCIS may not make the foster family ineligible for failing to provide verification of income, ***unless the foster parent is self-employed.***

When a foster parent is self-employed, the foster parent is *REQUIRED* to submit income verification so the CCIS may determine whether the self-employment meets the definition set forth in the regulation (i.e., work for a profit).

Foster parents pay a co-payment of \$5 only based on the fact that their income is excluded; no matter how many foster children reside with the family. The CCIS ***must include*** a foster parent’s income when the foster family requests care for biological and/or adopted child(ren), in addition to the foster child. In this situation, the foster parent is required to submit verification of the income.

INCOME

When calculating income for a foster family that also wants subsidized child care for their biological or adoptive child(ren), the CCIS does not include the payment from the foster care placement agency. See [55 Pa.Code, Chapter 3041, Appendix A, Part I, Income Exclusions, P.](#)

When including biological or adoptive children, the co-payment is based on the foster family's income and family size.

The CCIS has an option to include the foster child(ren) as part of the family or establish the foster child(ren) in a separate case.

When determining whether to add the foster child(ren) into the family composition, the CCIS must consider the benefit to the family.

Usually, the family benefits by adding the foster child(ren) into the family composition; however, in certain instances, such as school-age half co-payment, the family may benefit by creating two separate families; one for the foster children and one for the other children in the foster family.

EXAMPLES:

1. Foster family of 4 =
Mom + Dad + School-age Child + Foster Child
Income = \$35,500

Co-payment for family of 4 = \$55
Co-payment for family of 3 = \$60
School-age ½ co-payment for family of 3 = \$30
Co-payment for separate foster care case = \$5

In this case it benefits the foster family to establish two cases because the biological child is school-age so the case would be eligible for the school-age ½ co-payment so the co-payment = \$35 (\$30 + \$5) rather than \$55 for a family of 4.

2. Foster family of 4 = Mom + Dad + Child + Foster Child
Income = \$35,500

Co-payment for family of 4 = \$55
Co-payment for family of 3 = \$60
Co-payment for separate foster care case = \$5

In this case it benefits the foster family to establish one case so the co-payment = \$55 rather than \$65 for two cases.

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[See Manual Section "406.16.3.15 – Questions – 406.14.3 – Foster Parent Income"](#)

INCOME

406.12.4 Changing the Child Care Program from TANF to FT/HS/PK/LI

When the CCIS must change the child care program for a case from Temporary Assistance for Needy Families (TANF) to Former TANF (FT)/Head Start (HS)/Prekindergarten (PK)/Low-Income (LI), there are some additional considerations that impact the income calculation. The following subsections provide additional information regarding the policy and procedures regarding how to handle CAO unearned income and the grant amount when the CCIS changes the child care program from TANF to FT/HS/PK/LI.

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406.12.4.1 CAO Unearned Income

The CCIS must ensure that any income that is transferred from the Client Information System (CIS) to PELICAN CCW is entered on the Other Income page when changing the child care program from TANF to FT/HS/PK/LI. PELICAN CCW does NOT automatically pre-populate the Other Income page with this information. Any unearned income that is transferred from CIS to PELICAN CCW will be displayed on the CAO Unearned Income page, which is a page that PELICAN CCW ignores when the TANF case transfers to FT.

Help | Logout

pennsylvania PELICAN Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration

Client Search | Enrollment Search | Inbox Home | OCDEL Policy

CAO Unearned Income Summary

Select... GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, LATOYA	

Individual	Income Source	Amount	How Often?	Effective Begin Date
<input type="checkbox"/> , LATOYA	Child Support	\$0	Monthly	1/1/2009 12:00:00 AM

NEW UPDATE HISTORY CASE PROFILE SUMMARY

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

The CCIS must print the CAO Unearned Income page and use this information for entry on the Other Income page.

If the p/c contacts the CCIS within the first 60 days following the date TANF benefits ended, the p/c may self-certify income based upon the information entered in CIS.

INCOME

If the p/c contacts the CCIS following Day 60 or indicates a change in the information entered in CIS, the p/c may self-declare income and must submit additional verification within 30 days.

The CCIS may print and use the Unearned Income page in CIS instead of the PELICAN CCW CAO Unearned Income page, if the information in CIS is the most up-to-date information (i.e., due to failed updates, etc.)

The CCIS enters the other income on the Other Income page by clicking the “New” button. See screen shot below.

Other Income Summary

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, LATOYA	

Individual	Income Source	Amount	How Often?	Effective Begin Date
No Data Found				

[NEW](#) [HISTORY](#) [CASE PROFILE SUMMARY](#)

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

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[See Manual Section “406.16.3.16 – Questions – 406.14.4.1 – CAO Unearned Income”](#)

INCOME

406.12.4.2 Grant Amount

As specified in [§ 3041.141\(a\)](#) (relating to general former TANF families provisions), “A family that is no longer eligible for TANF cash assistance benefits or a family that voluntarily left TANF and meets the eligibility requirements specified in this chapter may qualify for subsidized child care.”

This means that when a p/c is receiving TANF benefits for a child(ren) **ONLY** and is ineligible for child care under the TANF child care program, the CCIS may assess/confirm eligibility for child care under the FT/HS/PK/LI child care program.

If the family is determined eligible for child care under the FT/HS/PK/LI child care program, the grant amount the p/c receives for the child(ren) **MUST** be included in the income calculation for the family. PELICAN CCW automatically includes the grant amount in the income calculation while the TANF budget continues to be active (i.e., open) in CIS. When the TANF budget closes, PELICAN CCW no longer counts the grant amount in the income calculation.

As specified in [§ 3041.16\(a\)](#) (relating to subsidy limitations), “A family in which a p/c is receiving funds from the TANF cash assistance program is not eligible for subsidized child care under this chapter.”

This means that subsidy may not be provided under the FT/HS/PK/LI child care programs when the p/c is included in the TANF grant.

The CCIS can determine whether the grant amount is included in the income calculation by viewing the Eligibility Detail page in PELICAN CCW. The CCIS can access the Eligibility Detail page from the Family Composition Eligibility Results page by clicking the “Eligibility Details” button at the bottom of the page.

INCOME

Family Composition Eligibility Results Select . . . GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, LATOYA	

FC Eligibility Result : Former TANF
 Run Date 7/22/2010 11:03:28 AM
 Status Open
 Mode Ongoing

Eligibility Status	Eligibility Begin Date	Eligibility End Date
Eligible	07/23/2010	

Failure Reasons

Failure Reason Code

Eligibility Override Details
 Override Code
 Override Comments

Redetermination Details
 Redetermination Date 01/21/2011
 Override Code
 Override Comments

Co-pay Results

Family Size	Adjusted Annual Income	Weekly Co-pay	Co-pay Effective Date
5	\$10,268.00	\$15.00	

INDIVIDUAL RESULTS ELIGIBILITY DETAILS HISTORY CASE PROFILE SUMMARY CANCEL

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

Upon clicking the “Eligibility Details” button, PELICAN CCW navigates the user to the Eligibility Detail page.

Income Summary

Parent/Caretaker	Source	Amount(Annual)
Employment Income		
GARLINGTON, LATOYA R	YWCA	+\$ 8,200.00
Gross Employment Income		+\$ 8,200.00
Self-Employment Income		
Gross Self-Employment Income		+\$0.00
Other Income		
Gross Other Income		+\$0.00
Income Deductions		
Total Income Deductions		\$0.00
Total Adjusted Medical Deduction		+\$0.00
Gross Annual Income		+\$ 8,200.00
Calculated Annual Deductions		\$0.00
Total Grant Amount		+\$2,068.00
Adjusted Annual Income		+\$10,268.00

HISTORY RETURN TO SUMMARY

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[See Manual Section “406.16.3.17 – Questions – 406.14.4.2 – Grant Amount”](#)

INCOME

406.13 ENTERING INCOME IN PELICAN CCW

The CCIS must correctly enter frequency of pay and gross income in PELICAN CCW. CCIS staff must be diligent when entering gross income and must double-check their work. All income calculations are based on gross income, NOT net income.

When using paystubs for income verification, only four weeks of pay are used, even if the p/c submits six weeks of paystubs. If the p/c submits more than four weeks of paystubs, the CCIS must use four weeks of the six that are most beneficial to the p/c. If the paystubs vary in hours, the CCIS must ensure the paystubs used for determining eligibility indicate the p/c is meeting the work-hour requirement.

The frequency of pay the CCIS enters in PELICAN CCW must match the number of paystubs to be used in the income calculation. For example, for a frequency of “Weekly”, the CCIS must enter four paystubs; for a frequency of “Bi-weekly”, the CCIS must enter two paystubs.

The CCIS must enter each paystub with its corresponding pay date in PELICAN CCW, even when the amount shown on each paystub is identical. Each paystub may be entered only once. The CCIS may NOT use a single paystub to duplicate additional paystub entries, even when the amount listed on the paystub does not vary from one pay to another. The p/c must submit four weeks of income verification and if the p/c submits only one week, the CCIS must request income verification (typically paystubs) unless the p/c is newly or prospectively employed.

Sick pay, paid days off (i.e., vacation, annual leave, etc.) and holiday pay must be included in the family’s gross income. **Holiday pay is counted at the higher rate if the p/c is unable to submit additional income verification (i.e. another paystub) that does not list the holiday pay.** The CCIS may NOT subtract the amount in excess of the standard rate when a p/c works a holiday at an increased rate (i.e., time and a half).

EXAMPLE: The p/c’s rate of pay is \$10/hour, 8 hours/day. The p/c works Memorial Day and earns time and a half for the day at \$15/hour. The p/c’s gross income for the week is \$440, not \$400.

If tips are included in the p/c’s gross income, the CCIS must separately enter the amount of the tips on the Employment & Wage page in PELICAN CCW in the “Average Tips” column. The CCIS may NOT add the amount of the tips to the wages.

The CCIS may review the pay history, if it is indicated on the paystub, to determine whether the p/c must submit additional income verification. If the pay history indicates the p/c has been regularly receiving bonuses or overtime pay, but the last paystub only does not reflect a bonus and/or overtime pay, the CCIS may request an additional paystub to ensure the bonus and/or overtime pay is not expected to resume.

INCOME

When determining income, the CCIS must look at the countable gross income. If the p/c indicates the CCIS has used income that will not continue (i.e., overtime, bonuses, shift differentials, piece-rate pay or holiday pay), the CCIS must inform the p/c of the ability to submit additional income verification to reflect the absence of this income.

When a p/c receives quarterly bonuses that are indicated in the YTD total, but the CCIS is unable to distinguish the amount received in the last quarter, the CCIS must determine the average quarterly bonus amount by dividing the YTD total by the number of quarters.

When the p/c submits an Employment Verification form as income verification, the CCIS must enter the income information on the Employment & Wage page in PELICAN CCW under the “Estimated Income” section, NOT in the “Paystub” section.

When entering income information into PELICAN CCW, the CCIS must use one or more of the following pages:

1. Employment & Wage page
2. Other Income page
3. Deduction page
4. Self-Employment & Earned Income page

NOTE: For additional information regarding the calculation and/or verification of income from self-employment, as well as how to use the Self-Employment & Earned Income page, see [Manual “405 – Self-Employment”](#).

The following subsections provide additional information regarding entry of income on the Employment & Wage, Other Income and Deduction pages in PELICAN CCW.

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[See Manual Section “406.16.3.18 – Questions – 406.15 – Entering Income in PELICAN CCW”](#)

INCOME

406.13.1 Employment & Wage page

The Employment & Wage page is used to view existing employment, add new employment, update an existing employment record and view employment history. There are “Summary” and “Detail” pages. The “Summary” version displays as the default page. PELICAN CCW displays “No Data Found” when there is no employment record entered in the case for any individual.

The screenshot displays the 'Employment and Wage Summary' page. At the top, there is a header with the 'pennsylvania PELICAN Child Care Works' logo and the tagline 'Pennsylvania's Enterprise to Link Information for Children Across Networks'. Navigation links include Home, R&R, Provider, Case, Payments, Reports, Correspondence, and Administration. Below the header, there is a blue navigation bar with links for Client Search, Enrollment Search, Inbox Home, and OCDEL Policy. The main content area features the title 'Employment and Wage Summary' and a dropdown menu with a 'GO' button. A table displays the following record:

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Below the table, there is a section with the following headers: Individual, Employer Name, Phone, Employment Begin Date, and First Pay Date. The text 'No Data Found' is displayed below these headers. At the bottom of the page, there are action buttons: NEW, UPDATE, HISTORY, and CASE PROFILE SUMMARY. The footer includes the text 'UserID: t-test21 | Office: CCIS of Dauphin County' and 'System Acceptance Test | Version 9.0.1.10'.

The “Detail” version displays additional information related to the employment record

INCOME



pennsylvania PELICAN
Child Care Works

Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Help | Logout

[Client Search](#) | [Enrollment Search](#) | [Inbox Home](#) | [OCDEL Policy](#)

Employment and Wage Detail

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Individual*

Employment Begin Date* Employment End Date

Reason for Termination

Employment Address

Employer Name* Employer Phone Number Ext.

Employer Address

City* State*

Zip -

Employment Income

Effective Begin Date*

Will/Does parent/caretaker receives paystubs?* Yes No

Will/Do you have sufficient paystubs to determine eligibility?* Yes No

This section changes based upon the answer to the question.

Income Frequency

Estimated Income (from EV) Hours per week

Employment Verification (EV) Details

New Hire*	<input type="radio"/> Yes <input checked="" type="radio"/> No	First Pay Date	<input type="text"/>
Temporary / Seasonal / Landscape Worker*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Estimated End Date	<input type="text"/>
Educational Institutions Worker / Strike / Temporary Layoff *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Break Begin Date	<input type="text"/>
		Break End Date	<input type="text"/>
Maternity Leave *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Maternity Leave Begin Date	<input type="text"/>
		Date Returned from Maternity Leave	<input type="text"/>
V (Maternity Leave)	<input type="text" value="Select..."/>		
V (Employment)*	<input type="text" value="Select..."/>	Date Change Reported	<input type="text"/>

UserID: t-test21 | Office: CCIS of Dauphin CountySystem Acceptance Test | Version 9.0.1.10

INCOME

In addition, PELICAN CCW displays an “Estimated” or a “Paystub” section based upon the answer to the question “Will/Do you have sufficient paystubs to determine eligibility?”

The CCIS must complete the “Paystub” section when the CCIS has sufficient paystubs to determine eligibility (i.e., four weeks out of the most recent 6-week period).

See screen shot below.

Will/Do you have sufficient paystubs to determine eligibility?*

Yes No

Pay Date	Frequency	Hours Worked	Average Tips	Gross Amt. before taxes and deductions	V	Pay Rate Per Hour
	Select... ▼	0	\$ 0.00	\$ 0.00	Select... ▼	\$ 0.00
	Select... ▼	0	\$ 0.00	\$ 0.00	Select... ▼	\$ 0.00
	Select... ▼	0	\$ 0.00	\$ 0.00	Select... ▼	\$ 0.00
	Select... ▼	0	\$ 0.00	\$ 0.00	Select... ▼	\$ 0.00

The following subsections provide additional information regarding accessing employment and wage information, entering employment and wage information, updating employment and wage information and viewing employment and wage history.

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INCOME

406.13.1.1 Accessing Employment & Wage Information

The CCIS may enter employment and wage information by navigating to the Employment & Wage page in PELICAN CCW using one of the following methods:

- Click Case on the Main Navigation bar, enter the record number in the Employment and Wage field and click “Go”; or

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks
Home | R&R | Provider **Case** | Payments | Reports | Correspondence | Administration
Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Case Home

Description	County	Record Number	
Maintenance (Financial)			
Employment and Wage	Dauphin		GO
Self Employment and Earned Income	Dauphin		GO
Other Income	Dauphin		GO
Deductions	Dauphin		GO

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

- From within a case, click the “Select...” drop-down box, select Employment and Wage from the list and click “Go”; or

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks
Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration
Client Search | **Enrollment Search** | Inbox Home | OCDEL Policy

Household Information Detail

County	Record	Office	Status	Mode
22		CCIS of Dauphin County	Open	Ongoing

General Information
Case CAMIS ID:
Date Application Received*: 08/31/1998 Time*: 1
Date Documents Received: 08/31/1998 Time: 1
Face to Face Date: Face to Face

Home Address
Street Address*: 99TH ST
City*: HARRISBURG State*: Pennsylv
Address Geo-Coded? Yes
What school district does the family live in?
What is the language preference of the household?*: English

Contact Information

Select...
Household Information
Individual Information
Relationships
Child Care Request
Disqualification
Employment and Wage
Self-Employment and Earned Income
Other Income
CAO Unearned Income
Teen Parent Education
Parent/Caretaker Training
Parent/Caretaker Disability
Child Disability
Support (Deductions)
Confidentiality
Determine Eligibility
Eligibility Results
Eligibility Override Summary
CAO Sanction/Disqualification Information
CAO Program Eligibility

Case Summary
Case Profile Summary
Case Comments
Tracking Dates
Appeals

Full Redetermination
Case Reopen

GO

V*: Verified

INCOME

- On the Case Profile Summary page, click the “Employment and Wage” hyperlink.



Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

[Help](#) | [Logout](#)

[Client Search](#) | [Enrollment Search](#) | [Inbox Home](#) | [OCDEL Policy](#)

Case Profile Summary

[GO](#)

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Screen	Last Updated On	Last Updated By
Case Summary	9/25/2008 10:44:03 AM	c-tl
Case Comments	8/28/2009 10:08:44 AM	c-a
Appeals		
Household Information	9/25/2008 10:44:03 AM	c-tl
Individual Information	4/9/2009 3:09:32 PM	c-tl
Relationships	9/6/2003 9:39:53 AM	CAMISCONV
Child Care Request	7/22/2010 10:47:58 AM	c-tl
Teen Parent Education		
Parent/Caretaker Training	4/9/2009 3:09:32 PM	c-tl
Parent/Caretaker Disability		
Child Disability		
Employment and Wage	6/16/2009 11:45:28 AM	c-tl
Self Employment and Earned Income		
Other Income	4/14/2009 2:13:36 PM	c-tl
Deductions	7/22/2010 10:41:40 AM	c-tl
Determine Eligibility	7/22/2010 10:48:07 AM	c-tl
Eligibility Results	7/22/2010 10:48:07 AM	c-a
Enrollment Summary	4/28/2010 9:33:31 PM	CCMSR3CC
CAO Program Eligibility		
CAO Sanction/Disqualification Information		
CAO Unearned Income		
Disqualification		

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INCOME

406.13.1.2 Entering Employment & Wage Information

The CCIS must complete the following steps in PELICAN CCW when entering employment and wage information:

1. Click “New”.
2. Click the “Individual” drop-down box and select the appropriate p/c (i.e., the p/c who has verified employment) from the list.
3. Enter an “Employment Begin Date”.
4. Enter the employment information, including “Employer Name”, “Address” and “Telephone”.
5. Enter an “Effective Begin Date”, which may be the first pay date or the actual begin date.
6. Select a radio button in response to the question “Will/Does the p/c receive paystubs?”
7. Select a radio button in response to the question “Will/Do you have sufficient paystubs to determine eligibility?”
8. Complete the section associated with the answers indicated to the questions in Steps (6) and (7) above.
 - a. ***If “No” to one or both***—click the “Income Frequency” drop-down box and select an option from the list, enter an “Estimated Income (from EV)” and enter “Hours per week”.

NOTE:

The CCIS should answer “No” to both questions when the income calculation is based upon an Employment Verification form or another type of income verification; or if income is determined using less than four weeks’ worth of paystubs in the most recent 6-week period.

INCOME

- b. ***If Yes to both***—enter the information associated with each paystub, including the “Pay Date”, “Frequency of Pay”, “Hours Worked”, the “Gross Amt. before taxes” and “V (verification)”.

NOTE:

The CCIS should answer “Yes” to both questions when income is determined using four weeks’ worth of paystubs in the most recent 6-week period ONLY.

9. Select a radio button in response to the “New Hire” indicator, if the p/c is a new hire. If “Yes” is indicated, enter a “First Pay Date”.
10. Select a radio button in response to “Temporary/Seasonal/Landscape Worker”, as appropriate. If “Yes” is indicated, enter an “Estimated End Date”.
11. Select a radio button in response to “Educational Institutions Worker/Strike/Temporary Layoff”, as appropriate. If “Yes” is indicated, enter a “Break Begin Date”.
12. Select a radio button in response to “Maternity Leave”, as appropriate. If “Yes” is indicated, enter a “Maternity Leave Begin Date”.

NOTES: The “Maternity Leave Begin Date” field cannot be future-dated.

13. Click the “V (Employment)” drop-down box and select an option from the list.
14. Click “Save”.
15. Repeat Steps (1)—(14) for each employer associated with the p/c.

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INCOME

406.13.1.3 Updating Employment & Wage Information

The CCIS must complete the following steps in PELICAN CCW when updating employment and wage information:

1. Select the checkbox for the record to be updated.
2. Click “Update”.
3. When updating existing paystub information:
 - a. Scroll to the “Employment Income” section and click “Clear”.

Employment Income

Effective Begin Date*

Will/Does parent/caretaker receive paystubs?* Yes No

Will/Do you have sufficient paystubs to determine eligibility?* Yes No

Income Frequency

Estimated Income (from EV) Hours per week

- b. Enter the additional pay information.
 - c. Enter the date of the first paystub in the “Effective Begin Date”.

NOTE:

When entering paystub information at Redetermination, changing the “Will/Do you have sufficient paystubs to determine eligibility?” indicator from “No” to “Yes” will prompt the system to display the appropriate fields.

- d. Scroll to the bottom of the page and click “Save”.
 - e. Click the “V (Employment)” drop-down box and select “Verified” from the list.

INCOME

4. When terminating employment information:
 - a. Enter the “Employment End Date”, click the “Reason for Termination” drop-down box and select an option from the list.
 - b. Scroll to the bottom of the page and click “Save”.
5. When deleting existing information:
 - a. Click “Delete”.

Employment Verification (EV) Details

New Hire*	<input type="radio"/> Yes <input checked="" type="radio"/> No	First Pay Date	<input type="text"/>
Temporary / Seasonal / Landscape Worker*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Estimated End Date	<input type="text"/>
Educational Institutions Worker / Strike / Temporary Layoff *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Break Begin Date	<input type="text"/>
Maternity Leave *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Break End Date	<input type="text"/>
V (Maternity Leave)	<input type="text" value="Select..."/> ▼	Maternity Leave Begin Date	<input type="text"/>
V (Employment)*	<input type="text" value="Verified"/> ▼	Date Returned from Maternity Leave	<input type="text"/>
		Date Change Reported	<input type="text"/>

DELETE

- b. Click Delete again to confirm the action.

NOTE:

Use the delete functionality ***ONLY*** if employment information was entered in error. If employment is simply ending, follow Step (4) above.

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INCOME

406.13.1.4 Viewing Employment & Wage History

The CCIS must complete the following steps in PELICAN CCW when viewing historical employment and wage information:

1. Click the “History Icon (I)” next to the employment record to view a history of edits to that record; **OR**
2. Select the checkbox next to the one or more employment records and click “History”; **OR**

NOTE: By default, the topmost employment record is listed first. Click the hyperlinks to view the histories of other employment records.

3. Click “History” to view all employment records.

NOTE: By default, the topmost employment record is listed first. Click the hyperlinks to view the histories of other employment records.

The screenshot shows the 'Employment and Wage Summary' page in the PELICAN system. At the top, there is a navigation bar with 'Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration'. Below this is a search bar with 'Client Search | Enrollment Search | Inbox Home | OCDEL Policy'. The main content area features a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. A dropdown menu is visible next to the 'Record' column. Below the main table is a detailed view for a specific record, with columns: Individual, Employer Name, Phone, Employment Begin Date, and First Pay Date. A 'HISTORY' button is highlighted in red. The footer contains 'UserID: t-test21 | Office: CCIS of Dauphin County' and 'System Acceptance Test | Version 9.0.1.10'.

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Individual	Employer Name	Phone	Employment Begin Date	First Pay Date
<input checked="" type="checkbox"/> , SONIA	YWCA	Ext.429473	12/05/2005	

NEW UPDATE **HISTORY** CASE PROFILE SUMMARY

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

INCOME



Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Client Search | **Enrollment Search** | Inbox Home | OCDEL Policy

Help | Logout

Employment and Wage History

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Individual , SONIA

Employment

Employment Begin Date	12/5/2005	Employment End Date	
Employer Name	YWCA	Employer Phone Number	Ext.429473
Employer Address			
City	HARRISBURG	State	Pennsylvania
New Hire	No	First Pay Date	
Temporary / Seasonal / Landscape Worker	No	Estimated End Date	
Receives Paystubs?	No		
V (Employment)	Verified	Date Change Reported	
Logically Deleted	No		

Employer Name	Last Updated Date	Last Updated By
YWCA	6/16/2009 11:45:28 AM	c-tf
YWCA	4/9/2009 3:05:08 PM	c-tf
YWCA	9/25/2008 10:20:07 AM	c-tf

Employment Income

Effective Begin Date	4/9/2009	Hours per week	25
Income Frequency	Every Two Weeks		
Estimated Income	410.5		

Last Updated Date	Last Updated By
6/16/2009 11:45:28 AM	c-tferry
4/9/2009 3:05:08 PM	c-tferry
4/9/2009 3:05:08 PM	c-tferry
9/25/2008 10:20:07 AM	c-tferry
9/25/2008 10:20:07 AM	c-tferry

Paystubs

Pay Date	2/29/2008	Pay Frequency	Every Two Weeks
Hours Worked	3	Average Tips	0
Gross Amount Before Taxes and Deductions	24.09		
Verification	Verified		

Pay Date	Last Updated Date	Last Updated By
02/29/2008	3/25/2008 9:11:00 AM	c-tf
03/14/2008	3/25/2008 9:11:00 AM	c-tf
06/09/2006	7/5/2006 2:15:54 PM	c-tf

Employment Information

Educational Institutions	Break Begin Date
Worker / Strike / Temporary Layoff	Break End Date
Logically Deleted	Maternity Leave Begin Date
Maternity Leave	Date Returned from Maternity Leave
V (Maternity Leave)	Logically Deleted

Last Updated Date	Last Updated By
No Data Found	

Individual	Employer Name	Phone	Employment Begin Date	First Pay Date
, SONIA	YWCA	Ext.429473	12/05/2005	
	OFFICE OF ADMINISTRATION	Ext.555080	12/01/2003	
	THE CHILDREN'S PLACE	Ext.962157	08/03/2008	
	HACC CHILDREN CENTER	Ext.126825	08/20/2007	

[RETURN TO SUMMARY](#)

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INCOME

If there are multiple employers associated to an individual in the case, PELICAN CCW will display hyperlinks on the bottom of the Employment & Wage History page for each employer. PELICAN CCW will refresh the page and will display the history associated with the specific employer, when the CCIS clicks the hyperlink associated with that employer.

Individual	Employer Name	Phone	Employment Begin Date	First Pay Date
SONIA	YWCA	746-483-0247 Ext.429473	12/05/2005	
	HACC CHILDREN CENTER	782-654-1832 Ext.126825	08/20/2007	
	THE CHILDREN'S PLACE	570-153-3922 Ext.962157	08/03/2008	
	OFFICE OF ADMINISTRATION	808-548-6791 Ext.555080	12/01/2003	

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406.13.2 Other Income page

The Other Income Detail page allows you to enter any other income that a case member receives. Other Income includes, but is not limited to:

- Social Security Benefits (SSDI)
- Supplemental Security Income
- Alimony/Spousal Support
- Worker's Compensation
- Unemployment Benefits
- Pension/Retirement
- Veteran's Benefits
- Dividends/Interest
- Rental Income
- Lump Sum
- Child Support

The Other Income page has a “Summary” and a “Detail” version.

See screen shots of the Other Income Summary and the Income Detail pages on the next page.

INCOME

Other Income Summary page

Help | Logout
 pennsylvania PELICAN Child Care Works
 Pennsylvania's Enterprise to Link Information for Children Across Networks
 Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration
 Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Other Income Summary Select. . . GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

No Data Found

NEW HISTORY CASE PROFILE SUMMARY

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

Other Income Detail page

Help | Logout
 pennsylvania PELICAN Child Care Works
 Pennsylvania's Enterprise to Link Information for Children Across Networks
 Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration
 Client Search | **Enrollment Search** | Inbox Home | OCDEL Policy

Other Income Detail Select. . . GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Individual* Select...
 Effective Begin Date* Effective End Date

Income

Income Source* Select...
 Amount before taxes and deductions* \$ How often is the income received?* Select...
 V* Select... Date Change Reported

SAVE CANCEL

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

The following subsections contain additional information regarding accessing other income information; entering other income; updating other income; and viewing other income history.

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INCOME

406.13.2.1 Accessing Other Income Information

The CCIS may enter other income information by navigating to the Other Income page in PELICAN CCW using one of the following methods:

- Click Case on the Main Navigation bar, enter the record number in the Other Income field and click “Go”; or

The screenshot shows the 'Case Home' page in the PELICAN CCW system. The navigation bar includes 'Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration'. Below the navigation bar, there are links for 'Client Search | Enrollment Search | Inbox Home | OCDEL Policy'. The main content area is titled 'Case Home' and contains a table with the following data:

Description	County	Record Number	
Maintenance (Financial)			
Employment and Wage	Dauphin		GO
Self Employment and Earned Income	Dauphin		GO
Other Income	Dauphin		GO
Deductions	Dauphin		GO

The 'Other Income' row is highlighted with a red border, and an arrow points to the 'GO' button. The footer of the page shows 'UserID: t-test21 | Office: CCIS of Dauphin County' and 'System Acceptance Test | Version 9.0.1.13'.

- From within a case, click the Select drop-down box, select Other Income from the list and click Go; or

The screenshot shows the 'Household Information Detail' page in the PELICAN CCW system. The navigation bar includes 'Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration'. Below the navigation bar, there are links for 'Client Search | Enrollment Search | Inbox Home | OCDEL Policy'. The main content area is titled 'Household Information Detail' and contains a table with the following data:

County	Record	Office	Status	Mo
22		CCIS of Dauphin County	Open	Ongo

Below the table, there are sections for 'General Information', 'Home Address', and 'Contact Information'. The 'General Information' section includes fields for 'Case CAMIS ID', 'Date Application Received*', 'Date Documents Received', and 'Face to Face Date'. The 'Home Address' section includes fields for 'Street Address*', 'City*', and 'State*'. The 'Contact Information' section includes a 'Select...' dropdown menu. The dropdown menu is open, showing a list of options. 'Other Income' is highlighted in red. The 'GO' button is visible next to the dropdown.

INCOME

- From the Case Profile Summary page, click the Other Income hyperlink.



Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

[Help](#) | [Logout](#)

Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Case Profile Summary Select . .

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Screen	Last Updated On	Last Updated By
Case Summary	9/25/2008 10:44:03 AM	c-tl
Case Comments	8/28/2009 10:08:44 AM	c-a
Appeals		
Household Information	9/25/2008 10:44:03 AM	c-tl
Individual Information	4/9/2009 3:09:32 PM	c-tl
Relationships	9/6/2003 9:39:53 AM	CAMISCONV
Child Care Request	7/22/2010 10:47:58 AM	c-tl
Teen Parent Education		
Parent/Caretaker Training	4/9/2009 3:09:32 PM	c-tl
Parent/Caretaker Disability		
Child Disability		
Employment and Wage	6/16/2009 11:45:28 AM	c-tl
Self Employment and Earned Income		
Other Income	4/14/2009 2:13:36 PM	c-tl
Deductions	7/22/2010 10:41:40 AM	c-tl
Determine Eligibility	7/22/2010 10:48:07 AM	c-tl
Eligibility Results	7/22/2010 10:48:07 AM	c-a
Enrollment Summary	4/28/2010 9:33:31 PM	CCMSR3CC
CAO Program Eligibility		
CAO Sanction/Disqualification Information		
CAO Unearned Income		
Disqualification		

UserID: t-test21 | Office: CCIS of Dauphin County
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INCOME

406.13.2.2 Entering Other Income

The CCIS must complete the following steps in PELICAN CCW when entering other income information associated with a p/c in a case.

1. Click “New” on the Other Income Summary page.
2. Click the “Individual” drop-down box and select a p/c from the list.

NOTE: The CCIS may **NOT** enter Other Income, even Supplemental Security Income (SSI), under a child’s name.

3. Enter an “Effective Date”.
4. Click the “Income Source” drop-down box and select an option from the list.
5. Enter an Amount before taxes and deductions.
6. Click the “How often is the income received?” drop-down box and select an option from the list.
7. Click the “V” drop-down box and select an option from the list.
8. Click “Save”.

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INCOME

406.13.2.3 Updating Other Income

The CCIS must complete the following steps in PELICAN CCW when updating other income information associated with a p/c in a case.

1. Click the “Sel” checkbox for the record to be updated.
2. Click “Update”.

To update an existing record:

- a. Update the information as necessary.
- b. Click “Save”.

To end an existing record:

- a. Enter an “Effective End Date”.
- b. Click “Save”.

To delete an existing record:

- a. Click “Delete”.
- b. Click “Delete” again to confirm the action.

NOTE: Use the delete functionality if information was entered in error **ONLY**.

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INCOME

406.13.2.4 Viewing Other Income History

The CCIS must complete the following steps in PELICAN CCW in order to view other income history:

1. Click the “History Icon”(I) next to the other income record to view a history of edits to that record; OR
2. Select the checkbox next to the one or more other income records for which you wish to view a history and click History; OR
3. Click the “History” button to view all other income records.

NOTE: By default, the topmost income record is listed first. Click the hyperlinks to view the histories of other income records.

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406.13.3 Deductions (Support) page

The Deductions (Support) page allows you to enter any deductions for which a family is eligible. The following types of deductions are permissible:

- Child Support
- Alimony/Spousal Support
- Stepparent Deductions
- Medical Deductions

The Deductions (Support) page has a “Summary” and a “Detail” version.

See screen shots of the Other Income Summary and the Income Detail pages on the next page.

INCOME

Deduction (Support) Summary page

The screenshot shows the 'Deduction Summary' page. At the top, there is a navigation bar with the logo for 'pennsylvania PELICAN Child Care Works' and the tagline 'Pennsylvania's Enterprise to Link Information for Children Across Networks'. Below this is a secondary navigation bar with links for 'Home', 'R&R', 'Provider', 'Case', 'Payments', 'Reports', 'Correspondence', and 'Administration'. A third navigation bar contains 'Client Search', 'Enrollment Search', 'Inbox Home', and 'OCDEL Policy'. The main content area features a 'Deduction Summary' heading, a search dropdown menu, and a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The table contains one row with the following data: County: 22, Record: (blank), Office: CCIS of Dauphin County, Status: Open, Mode: Ongoing, Parent/Caretaker: , SONIA, Caseload ID: (blank). Below the table is another table with columns: Individual, Deduction Type, Amount, How Often?, and Effective Begin Date. The text 'No Data Found' is displayed below this table. At the bottom of the main content area, there are three buttons: 'NEW', 'HISTORY', and 'CASE PROFILE SUMMARY'. The footer contains 'UserID: t-test21 | Office: CCIS of Dauphin County' and 'System Acceptance Test | Version 9.0.1.10'.

Help | Logout

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Client Search | **Enrollment Search** | Inbox Home | OCDEL Policy

Deduction Summary GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Individual	Deduction Type	Amount	How Often?	Effective Begin Date
No Data Found				

NEW HISTORY CASE PROFILE SUMMARY

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

Deduction (Support) Detail page

The screenshot shows the 'Deduction Detail' page. It has the same header and navigation as the summary page. The main content area features a 'Deduction Detail' heading, a search dropdown menu, and a table with columns: County, Record, Office, Status, Mode, Parent/Caretaker, and Caseload ID. The table contains one row with the following data: County: 22, Record: (blank), Office: CCIS of Dauphin County, Status: Open, Mode: Ongoing, Parent/Caretaker: , SONIA, Caseload ID: (blank). Below the table are several form fields: 'Individual*' (dropdown menu), 'Effective Begin Date*' (text input), 'Effective End Date' (text input), 'Deductions' section with 'Deduction Type*' (dropdown menu), 'Receiver's Name' (text input), 'Amount paid*' (text input with a dollar sign), 'How often is the amount paid?*' (dropdown menu), and 'V*' (dropdown menu). At the bottom of the main content area, there are two buttons: 'SAVE' and 'CANCEL'. The footer contains 'UserID: t-test21 | Office: CCIS of Dauphin County' and 'System Acceptance Test | Version 9.0.1.10'.

Help | Logout

pennsylvania PELICAN Child Care Works
Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Client Search | **Enrollment Search** | Inbox Home | OCDEL Policy

Deduction Detail GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Individual*

Effective Begin Date* Effective End Date

Deductions

Deduction Type* Receiver's Name

Amount paid* \$ How often is the amount paid?*

V* Date Change Reported

SAVE CANCEL

UserID: t-test21 | Office: CCIS of Dauphin County System Acceptance Test | Version 9.0.1.10

The following subsections contain additional information regarding accessing income deduction information; entering income deductions; updating income deductions; and viewing income deductions history.

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INCOME

406.13.3.1 Accessing Deduction Information

The CCIS may enter deduction information by navigating to the Deduction page in PELICAN CCW using one of the following methods:

- Click Case on the Main Navigation bar, enter the record number in the “Deductions” field and click “Go”; or

pennsylvania PELICAN Child Care Works
 Pennsylvania's Enterprise to Link Information for Children Across Networks
 Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration
 Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Case Home

Description	County	Record Number	
Maintenance (Financial)			
Employment and Wage	Dauphin	<input type="text"/>	GO
Self Employment and Earned Income	Dauphin	<input type="text"/>	GO
Other Income	Dauphin	<input type="text"/>	GO
Deductions	Dauphin	<input type="text"/>	GO

UserID: t-test21 | Office: CCIS of Dauphin County
 System Acceptance Test | Version 9.0.1.13

- From within a case click the Select drop-down box, select “Support (Deductions)” from the list and click “Go”; or

pennsylvania PELICAN Child Care Works
 Pennsylvania's Enterprise to Link Information for Children Across Networks
 Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration
 Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Household Information Detail

County	Record	Office	Status	Mo
22		CCIS of Dauphin County	Open	Ongo

General Information
 Case CAMIS ID:
 Date Application Received*: 08/31/1998 Time*: 1
 Date Documents Received: 08/31/1998 Time: 1
 Face to Face Date: Face to Face:

Home Address
 Street Address*: 99TH ST
 City*: HARRISBURG State*: Pennsylv
 Address Geo-Coded? Yes
 What school district does the family live in? Select...
 What is the language preference of the household?* English

Contact Information

Select...
 Select...
 Household Information
 Individual Information
 Relationships
 Child Care Request
 Disqualification
 Employment and Wage
 Self-Employment and Earned Income
 Other Income
 CAO Unearned Income
 Teen Parent Education
 Parent/Caretaker Training
 Parent/Caretaker Disability
 Child Disability
Support (Deductions)
 Confidentiality
 Determine Eligibility
 Eligibility Results
 Eligibility Override Summary
 CAO Sanction/Disqualification Information
 CAO Program Eligibility

 Case Summary
 Case Profile Summary
 Case Comments
 Tracking Dates
 Appeals

 Full Redetermination
 Case Reopen

V* Verified

INCOME

- From the Case Profile Summary page, click the “Deductions” hyperlink.



Pennsylvania *Pennsylvania's Enterprise to Link Information for Children Across Networks*

PELICAN
Child Care Works

[Help](#) | [Logout](#)

Home | R&R | Provider | **Case** | Payments | Reports | Correspondence | Administration

Client Search | Enrollment Search | Inbox Home | OCDEL Policy

Case Profile Summary

Select. . .
GO

County	Record	Office	Status	Mode	Parent/Caretaker	Caseload ID
22		CCIS of Dauphin County	Open	Ongoing	, SONIA	

Screen	Last Updated On	Last Updated By
Case Summary	9/25/2008 10:44:03 AM	c-tl
Case Comments	8/28/2009 10:08:44 AM	c-a
Appeals		
Household Information	9/25/2008 10:44:03 AM	c-tl
Individual Information	4/9/2009 3:09:32 PM	c-tl
Relationships	9/6/2003 9:39:53 AM	CAMISCONV
Child Care Request	7/22/2010 10:47:58 AM	c-tl
Teen Parent Education		
Parent/Caretaker Training	4/9/2009 3:09:32 PM	c-tl
Parent/Caretaker Disability		
Child Disability		
Employment and Wage	6/16/2009 11:45:28 AM	c-tl
Self Employment and Earned Income		
Other Income	4/14/2009 2:13:36 PM	c-tl
Deductions	7/22/2010 10:41:40 AM	c-tl
Determine Eligibility	7/22/2010 10:48:07 AM	c-tl
Eligibility Results	7/22/2010 10:48:07 AM	c-a
Enrollment Summary	4/28/2010 9:33:31 PM	CCMSR3CC
CAO Program Eligibility		
CAO Sanction/Disqualification Information		
CAO Unearned Income		
Disqualification		

UserID: t-test21 | Office: CCIS of Dauphin County
System Acceptance Test | Version 9.0.1.13

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INCOME

406.13.3.2 Entering Income Deductions

The CCIS must complete the following steps in PELICAN CCW when entering income deduction information associated with a p/c in a case.

1. Click “New” on the Deduction Summary page.
2. Click the “Individual” drop-down box and select a p/c from the list.
3. Enter an “Effective Date”.
4. Click the “Deduction Type” drop-down box and select an option from the list.
5. Enter the “Amount Paid”.
6. Click the “How often is the amount paid?” drop-down box and select an option from the list.
7. Click the “V” drop-down box and select an option from the list.
8. Click “Save”.

NOTES:

1. When entering medical expenses, enter the total amount of the medical expenses reported by the p/c along with the frequency of the expenses when the p/c is eligible for the deduction ***ONLY***.
2. Although PELICAN CCW calculates the amount which is 10% or more of the case income, the CCIS may NOT enter the deduction unless the p/c is eligible for the deduction because the deduction information is displayed incorrectly on notices otherwise.
3. Step-parent deductions are based on the county of residence and family size as specified in **Manual Section “406.5.3 – Stepparent Deduction”**

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INCOME

406.13.3.3 Updating Income Deductions

The CCIS must complete the following steps in PELICAN CCW when updating income deduction information associated with a p/c in a case.

1. Click the “Sel” checkbox for the record to be updated.
2. Click “Update”.

To update an existing record:

- a. Update the information as necessary.
- b. Click “Save”.

To end an existing record:

- a. Enter an “Effective End Date”.
- b. Click “Save”.

To delete an existing record:

- a. Click “Delete”.
- b. Click “Delete” again to confirm the action.

NOTE: Use the delete functionality if information was entered in error **ONLY**.

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INCOME

406.13.3.4 Viewing Income Deduction History

The CCIS must complete the following steps in PELICAN CCW in order to view income deduction history:

1. Click the “History Icon” (I) next to the deduction record to view a history of edits to that record; OR
2. Select the checkbox next to the one or more deduction records for which you wish to view a history and click History; OR
3. Click the “History” button to view all deduction records.

NOTE: By default, the topmost deduction record is listed first. Click the hyperlinks to view the histories of other deduction records.

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INCOME

406.14 INCOME VERIFICATION

When determining income, the CCIS must use four weeks out of the most recent 6-week period. If, following the income calculation, the p/c indicates the amount is not representative and wishes to submit additional income verification in an attempt to lower the co-payment, the CCIS must determine how much additional verification is needed to recalculate income.

EXAMPLES:

1. The CCIS is processing verification on 11/10. The p/c is paid weekly and submits four weeks of verification in the most recent 6-week period that are not consecutive. The p/c submits paystubs dated 10/1, 10/15/ 10/29 and 11/5. The CCIS determines income and the p/c indicates the amount is not representative. The p/c submits an additional paystub on 11/19 that is dated 11/12. The most recent 6-week period, as of 11/12, is 10/4 through 11/12. Since the p/c submitted an additional paystub dated 11/12, the verification requirement is met. There is no need for further verification because the paystub falls within the most recent 6-week period and there are four weeks' worth of paystubs (i.e., 10/15/ 10/29, 11/5 and 11/12) that can be used to recalculate the family's income.
2. The CCIS is processing verification on 11/10. The p/c is paid weekly and submits four weeks of verification in the most recent 6-week period that are not consecutive. The p/c submits paystubs dated 10/1, 10/8/ 10/22 and 10/29. The CCIS determines income and the p/c indicates the amount is not representative. The p/c submits an additional paystub on 11/22 that is dated 11/19. The most recent 6-week period, as of 11/22, is 10/18 through 11/19. Although the paystub falls into the most recent 6-week period, the p/c must still submit an additional paystub because there are no longer four weeks' worth of paystubs (i.e., 10/22/ 10/29 and 11/19) that can be used to recalculate the family's income. If the CCIS is able to use the YTD history to get pay dates and amounts for the two weeks in between (i.e., 11/5 and 11/12), the p/c does not need to submit additional verification. In this case, the CCIS would use the paystub from 10/29, the YTD history for the missing two weeks and the paystub for 11/19.
3. Mid-redetermination, on 11/17, the p/c indicates the amount is no longer representative. The CCIS must establish a new 6-week period; therefore, the p/c must submit four weeks of income verification in the most recent 6-week period. The most recent 6-week period, as of 11/17, is 10/6 through 11/17.

See Manual "407 – Verification" for information regarding the regulation, policy and procedures regarding income verification.

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INCOME

406.15 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

406.15.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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INCOME

406.15.4 Additional Resources

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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INCOME

406.16 TRAINING GUIDE

This section contains information pertinent to training the Income Manual Section. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

406.16.1 Goals

The information in this section contains the goals with regard to determining a family's gross monthly income as it pertains to financial eligibility and the co-payment calculation. The CCIS should be able to meet the following goals of this manual section:

1. To correctly determine a family's gross monthly income as it pertains to the financial eligibility and the co-payment calculation.
2. To correctly enter income into PELICAN CCW.

[Return to Manual Section "406.3 – Goals & Objectives"](#)

406.16.2 Objectives

The information in this section contains the objectives with regard to determining a family's gross monthly income as it pertains to financial eligibility and the co-payment calculation. The CCIS should be able to meet the following objectives of this manual section:

1. To include and exclude applicable types of income, as well as apply any income deductions for which a family may be eligible when determining a family's gross monthly income.
2. To correctly use the conversion method to convert weekly, bi-weekly, monthly, semi-monthly or other income frequencies to gross monthly amounts.
3. To understand when income must be adjusted.
4. To understand the difference between estimating and anticipating income, as well as how to obtain appropriate verification in these circumstances.
5. To understand how and where to enter income in PELICAN CCW.
6. To correctly determine income for a foster parent and obtain appropriate income verification, when applicable.

[Return to Manual Section "406.4 – Income Inclusions"](#)

INCOME

406.16.3 Section Checkpoint Questions

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services developed the following questions as a checkpoint to ensure comprehension of the information presented within this manual section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

406.16.3.1 Questions – 406.1 – General Policy & Regulation

1. Income includes which of the following?
 - a. Earned income including gross wages from work, cash and in-kind payments received by an individual in exchange for services and income from self-employment.
 - b. Unearned income including cash and contributions received by an individual for which the individual does not provide a service.
 - c. Unearned benefits received periodically by an individual, such as unemployment compensation, worker's compensation or retirement benefits.
 - d. All of the above.
2. TRUE or FALSE. Income of the following family members is counted to determine financial eligibility: (1) the p/c of the child for whom subsidy is sought; (2) a p/c's spouse; and (3) children, excluding a child's earned income.
3. TRUE or FALSE. Any unearned income a family receives on behalf of a minor must be included in the income calculation; however, the CCIS must enter this income as associated to the primary caretaker and NOT the child.

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[Return to Manual Section “406.1 – General Policy & Regulation”](#)

[See Answers](#)

INCOME

406.16.3.2 Questions– 406.4 – Income Inclusions

4. TRUE or FALSE. The amount specified in the award letter, or the gross amount, must be included even in cases where a p/c receives Social Security benefits (i.e., SSDI, SSI, etc.) and the p/c does not receive the amount listed in the award letter because: (1) There is an overpayment so the amount is reduced until the overpayment is paid in full; (2) There is a month in which the p/c receives five pays, resulting in a \$0 check for that month; (3) The award letter specifies an amount to be withheld for child support or some other reason.
5. A p/c submits an award letter indicating he/she receives SSI in the amount of \$550/month and \$100 is withheld for child support. What is the amount of SSI income the CCIS must include **prior to deductions**?
 - a. \$550.
 - b. \$450.
 - c. \$650.
6. TRUE or FALSE. In a 2-p/c family that includes a p/c that is considered a member of the family but is not currently in the home because the p/c is deployed/in an active military status, the CCIS must include that p/c's armed forces pay, and any other income that p/c receives, when determining the family's gross income.
7. A p/c reports he is renting out three rooms at \$750/month. What is the amount of the income inclusion for this p/c related to the room rentals?
 - a. \$2250.
 - b. \$2220.
 - c. \$1110.

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[Return to Manual Section “406.4 – Income Inclusions”](#)

[See Answers](#)

INCOME

406.16.3.3 Questions – 406.5 – Deductions

8. Which of the following are considered deductions for which a family may be eligible?
 - a. Spousal Support/Alimony.
 - b. Child Support.
 - c. Medical Deductions.
 - d. Stepparent Deduction.
 - e. All of the above.

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[**Return to Manual Section “406.5 – Deductions”**](#)

[**See Answers**](#)

INCOME

406.16.3.4 Questions – 406.5.1 – Medical Deductions

9. TRUE or FALSE. In order to qualify for a medical deduction, the amount of the medical expenses must exceed 10% of the family gross monthly income, must have been incurred within the 90-day period prior to the date the p/c notifies the CCIS of the expense and must be expected to continue to be incurred for the 6 months following the outset of the expense.
10. Which of the following are allowable medical expenses for a family to count toward a medical deduction?
 - a. Medical Bills.
 - b. Hospital Costs.
 - c. Dental Services.
 - d. Health Care Premiums.
 - e. Institutional Care.
 - f. Medications.
 - g. Prosthetic Devices.
 - h. Durable Medical Equipment.
 - i. Mental Health Services.
 - j. All of the above.

INCOME

11. TRUE or FALSE. The CCIS may NOT enter a medical deduction in PELICAN CCW unless the medical deduction meets all of the criteria set forth in the regulations.
12. A p/c makes \$3,500/month gross and submits valid medical expenses totaling \$350, which is 10% of the family gross monthly income. In this case, what is the amount of the medical deduction?
 - a. There is no valid medical deduction in this case.
 - b. \$350.
13. A p/c makes \$3,500/month gross and submits valid medical expenses totaling \$850, which exceeds 10% of the family gross monthly income. In this case, what is the amount of the medical deduction?
 - a. There is no valid medical deduction in this case.
 - b. \$850.
 - c. \$500

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[Return to Manual Section “406.5.1 – Medical Deductions”](#)

[See Answers](#)

INCOME

406.16.3.5 Questions – 406.5.2 – Stepparent Deduction

14. TRUE or FALSE. A stepparent deduction is NOT deducted when the stepparent is the biological parent of a child who resides in the same household and for whom subsidized child care is requested.
15. TRUE or FALSE. Same-sex couples are treated in the same manner as any other couple.
16. TRUE or FALSE. In order to be considered a parent of the child, the individual must be the child's biological parent (verified by hospital or other medical records, or included on the child's birth certificate), must have adopted the child or must be married to the biological parent of the child.
17. Family includes the child for whom subsidy is requested, the child's parent and the parent's partner (i.e., there is no marriage certificate) and the partner's child. The parent's partner is NOT listed on the child's birth certificate and has NOT adopted the child. Care is also requested for the partner's child. How many cases must be created and what is the family size? _____

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[Return to Manual Section "406.5.2 – Stepparent Deduction"](#)

[See Answers](#)

INCOME

406.16.3.6 Questions – 406.5.3 – Child Support

18. TRUE or FALSE. Voluntary or court-ordered child support paid by the p/c or a family member to a person not residing in the same household is deducted when determining adjusted monthly income.
19. TRUE or FALSE. If a p/c is paying child support, including arrearages, to the CAO on behalf of a child, the p/c is NOT eligible for a child support deduction because the p/c is considered to be settling an outstanding bill with the Department ONLY.

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[Return to Manual Section “406.5.3 – Child Support”](#)

[See Answers](#)

406.16.3.7 Questions – 406.5.4 – Alimony

20. TRUE or FALSE. Voluntary or court-ordered support paid by the p/c or a family member to a present or former spouse not residing in the same household is deducted when determining adjusted monthly income.

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[Return to Manual Section “406.5.4 – Alimony”](#)

[See Answers](#)

INCOME

406.16.3.8 Questions – 406.6 – Child Support Amount

21. TRUE or FALSE. The CCIS must use one quarter or 13 weeks as the standard acceptable period for averaging child support payments.
22. TRUE or FALSE. The CCIS must demonstrate the method used to calculate the resulting child support amount either in the application and/or redetermination packet, as well as in case comments.
23. TRUE or FALSE. The CCIS may NOT create a standard business practice by which information is obtained from the Domestic Relations Office (DRO) for each p/c when the p/c has not reported the receipt of child support payments.
24. TRUE or FALSE. When making a calculation of the average amount of child support received, the CCIS must use one fiscal quarter (i.e, 13 weeks) as the standard period to review.

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[**Return to Manual Section “406.6 – Child Support”**](#)

[**See Answers**](#)

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406.16.3.9 Questions – 406.7 – Income Exclusions

25. TRUE or FALSE. Any travel expenses that are paid by a p/c and later reimbursed by an employer are excluded when determining the family gross income.
26. TRUE or FALSE. When determining what income is excluded regarding VISTA and Americorps income, the CCIS must exclude both the stipend and any funding earned for the payment toward post-secondary education.
27. TRUE or FALSE. The CCIS should explore the possibility of child care assistance through Americorps when a p/c reports he/she is a volunteer because if Americorps funding is available, this funding must be used first.

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[**Return to Manual Section “406.7 – Income Exclusions”**](#)

[**See Answers**](#)

INCOME

406.16.3.10 Questions – 406.8 – Conversion Table

28. TRUE or FALSE. The CCIS must use the conversion table to convert weekly, bi-weekly, semi-monthly and other pay periods to gross monthly amounts.
29. Which of the following are CORRECT conversions?
 - a. Bi-weekly – Divide by 2, then multiply by 4.
 - b. Semi-monthly – Multiply by 2.
 - c. Monthly – Use the figure given.
 - d. Quarterly – Divide by 3.
 - e. Annually or Lump Sum – Divide by 12.
 - f. All of the above.
 - g. (b) through (e) only.

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[Return to Manual Section “406.8 – Conversion Method”](#)

[See Answers](#)

406.16.3.11 Questions – 406.9 – Deciphering Paystubs

30. TRUE or FALSE. When determining income, the CCIS must look at the countable gross income.
31. TRUE or FALSE. If the p/c indicates the CCIS has used income that will not continue, the CCIS must inform the p/c of the ability to submit additional income verification to reflect the absence of this income.

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[See Answers](#)

INCOME

406.16.3.12 Questions – 406.10 – Income Adjustment

32. Read the following statement and then place the steps in the correct order. To determine adjusted family income the CCIS shall:

- ___(1) Calculate the total gross monthly income.
- ___(2) Estimate monthly income from each income source in accordance with § 3041.34 (relating to estimating income).
- ___(3) Determine adjusted family income by subtracting the total monthly deductions from the total gross monthly income.
- ___(4) Determine gross income as specified in 55 Pa.Code, Chapter 3041, Appendix A, Part I (relating to income to be included, deducted and excluded in determining gross monthly income) for each family member listed in § 3041.32 (relating to income counted).
- ___(5) Determine the annual stepparent deduction as specified in 55 Pa.Code, Chapter 3041, Appendix C (relating to Stepparent Deduction Chart) and in Manual Section “406.5.2 – Stepparent Deduction”.
- ___(6) Multiply adjusted family income by 12 to determine annual family income.
- ___(7) Convert weekly, bi-weekly, semi-monthly and other pay periods to gross monthly amounts using the Conversion Table in 55 Pa.Code, Chapter 3041, Appendix A, Part I, Income Inclusions, Conversion Table and in Manual Section “406.8 – Conversion Table”.
- ___(8) Determine other allowable deductions listed in 55 Pa.Code, Chapter 3041, Appendix A, Part II, Income Deductions for each source of income.
- ___(9) Determine the adjusted annual family income by subtracting the annual stepparent deduction from the total annual family income.

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[Return to Manual Section “406.10 – Income Adjustment”](#)

[See Answers](#)

INCOME

406.16.3.13 Questions – 406.11 – Estimated Versus Anticipated

33. TRUE or FALSE. The CCIS must pro-rate the p/c's hourly salary if the p/c submits the first paystub as income verification but the paystub does not reflect a full week of pay.
34. TRUE or FALSE. The CCIS must use the past 30 calendar days as an indicator of future amounts when estimating income unless a change has occurred, a change is anticipated or an unusual circumstance existed that is not expected to recur, such as overtime not likely to continue
35. TRUE or FALSE. The CCIS must look at the countable gross income and if the p/c indicates that income will not continue (i.e., overtime, bonuses, shift differentials or piece-rate pay), the CCIS must count the income and inform the p/c of the ability to submit additional income verification to reflect the absence of this income.
36. TRUE or FALSE. When an applicant anticipates starting work within the next 30 days or has not yet received a first paycheck, income eligibility is established based on verified anticipated income and the p/c must notify the CCIS of the actual amount of the income no later than 10 calendar days after receiving the first income.

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[Return to Manual Section "406.11 – Estimated Versus Anticipated"](#)

[See Answers](#)

INCOME

406.16.3.14 Questions – 406.12.1 – Seasonal Employment

37. Which of the following is a ***CORRECT*** entry of seasonal income in the following circumstance:

The CCIS received an application for a p/c that is a school teacher who receives her pay over 9 months. The p/c makes \$2,015.98/month. How is the annual income determined?

- a. $\$2,015.98 \times 9 = \$18,143.82$. The CCIS enters \$18,143.82 with a frequency of “Annual”.
- b. The CCIS enters \$2,015.98 with a frequency of “Monthly”.

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[Return to Manual Section “406.12.1 – Seasonal Employment”](#)

[See Answers](#)

406.16.3.15 Questions – 406.12.3 – Foster Parent Income

38. TRUE or FALSE. The CCIS must always obtain income verification and enter the income of a foster parent in PELICAN CCW.
39. TRUE or FALSE. When a foster parent is requesting child care for a biological child, in addition to a foster child, the CCIS has an option regarding whether to add the foster child to the case or create a separate case for the foster child.

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[Return to Manual Section “406.12.3 – Foster Parent Income”](#)

[See Answers](#)

INCOME

406.16.3.16 Questions – 406.12.4.1 – CAO Unearned Income

40. TRUE or FALSE. The CCIS must ensure that any income that is transferred from CIS to PELICAN CCW is entered on the Other Income page when changing the child care program from TANF to FT/HS/PK/LI because PELICAN CCW does not automatically pre-populate this page.

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[Return to Manual Section “406.12.4.1 – CAO Unearned Income”](#)

[See Answers](#)

406.16.3.17 Questions – 406.12.4.2 – Grant Amount

41. TRUE or FALSE. If a family is determined eligible for child care under the FT/HS/PK/LI child care program, the grant amount must be included in the income calculation.

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[Return to Manual Section “406.12.4.2 – Grant Amount”](#)

[See Answers](#)

406.16.3.18 Questions – 406.13 – Entering Income in PELICAN CCW

42. TRUE or FALSE. The frequency of pay entered in PELICAN CCW must match the number of paystubs submitted by the p/c to be used in the income calculation (i.e., 4 paystubs = Weekly; 2 paystubs = Bi-weekly).
43. TRUE or FALSE. Each paystub may only be entered once. The CCIS may NOT use a single paystub to duplicate additional paystubs.
44. TRUE or FALSE. Sick pay, paid days off and holiday pay is counted at the standard rate.

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[Return to Manual Section “406.13 – Entering Income in PELICAN CCW”](#)

[See Answers](#)

INCOME

406.16.4 Section Checkpoint Answers

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all of the questions asked in Manual Section “406.16.3 – Section Checkpoint Questions”.

406.16.4.1 Answers – 406.1 – General Policy & Regulation

1. d. – All of the above.
2. TRUE.
3. TRUE.

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[Return to Manual Section “406.1 – General Policy & Regulation”](#)

[Return to Manual Section “406.2 – Definitions & Acronyms”](#)

406.16.4.2 Answers – 406.4 – Income Inclusions

4. TRUE.
5. a. - \$550.
6. TRUE.
7. c. - \$1110.

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[Return to Manual Section “406.4 – Income Inclusions”](#)

[Return to Manual Section “406.5 – Deductions”](#)

406.16.4.3 Answers – 406.5 – Deductions

8. e. – All of the above.

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[Return to Manual Section “406.5.1 – Medical Deductions”](#)

INCOME

406.16.4.4 Answers – 406.5.1 – Medical Deductions

9. TRUE.
10. j. – All of the above.
11. TRUE.
12. a. – There is no valid medical deduction in this case.
13. c. - \$500.

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[Return to Manual Section “406.5.1 – Medical Deductions”](#)

[Return to Manual Section “406.5.2 – Stepparent Deduction”](#)

406.16.4.5 Answers – 406.5.2 – Stepparent Deduction

14. TRUE.
15. TRUE.
16. TRUE.
17. 2 cases, each with a family size of 2.

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[Return to Manual Section “406.5.2 – Stepparent Deduction”](#)

[Return to Manual Section “406.5.3 – Child Support”](#)

406.16.4.6 Answers – 406.5.3 – Child Support

18. TRUE.
19. TRUE.

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406.16.4.7 Answers – 406.5.4 – Alimony

20. TRUE.

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[Return to Manual Section “406.5.4 – Alimony”](#)

[Return to Manual Section “406.6 – Child Support Amount”](#)

406.16.4.8 Answers – 406.6 – Child Support

21. TRUE.

22. TRUE.

23. TRUE.

24. TRUE.

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406.16.4.9 Answers – 406.7 – Income Exclusions

25. TRUE.

26. TRUE.

27. TRUE.

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[Return to Manual Section “406.7 – Income Exclusions”](#)

[Return to Manual Section “406.8 – Conversion Table”](#)

INCOME

406.16.4.10 Answers – 406.8 – Conversion Table

- 28. TRUE.
- 29. g. – (b) through (e) only.

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[Return to Manual Section “406.9– Deciphering Paystubs”](#)

406.16.4.11 Answers – 406.9 – Deciphering Paystubs

- 30. TRUE.
- 31. TRUE

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406.16.4.12 Answers – 406.10 – Income Adjustment

- 32. 4, 2, 6, 1, 8, 7, 3, 5, 9

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INCOME

406.16.4.13 Answers – 406.11 – Estimated Versus Anticipated

- 33. TRUE.
- 34. TRUE.
- 35. TRUE.
- 36. TRUE.

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406.16.4.14 Answers – 406.12.1 – Seasonal Employment

- 37. a. $-\$2,015.98 \times 9 = \$18,143.82$. The CCIS enters \$18,143.82 with a frequency of “Annual”.

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INCOME

406.16.4.15 Answers – 406.12.3 – Foster Parent Income

38. FALSE. If care is requested for a foster child or foster children only, the foster parents' income is excluded from the income calculation when determining the family's gross income.
39. TRUE.

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406.16.4.16 Answers – 406.12.4.1 – CAO Unearned Income

40. TRUE.

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INCOME

406.16.4.17 Answers – 406.12.4.2 – Grant Amount

41. TRUE.

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406.16.4.18 Answers – 406.13 – Entering Income in PELICAN CCW

42. TRUE.

43. TRUE.

44. FALSE – Holiday pay is counted at the higher rate.

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