

HMIS USER NOTES

Tips for Entering Income for your clients:

1. As a general rule, income is assigned to a household member if the income source/ amount leaves the household upon the departure of that member.
2. The same income source/amount should not be assigned to more than one person in the same household.
3. For Temporary Assistance for Needy Families, Child Support, Alimony or other spousal support income, the “Receiving Income from Source” and “Amount from Source” responses should be assigned to the adult member of the household who is issued the income payment.
4. For Supplemental Security Income (SSI) received on behalf of a minor child, income source/amount should be assigned to the minor child. However, if it is not possible to discern which minor child the SSI benefit is intended for, the program may assign the SSI benefit to the child’s parent or guardian.
5. Income data should be collected at program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.
6. If a client’s income has changed, you must document the change by putting an end date on the old income entry and then creating a new entry for the new income.

EXAMPLE:

Client enters the Program: 8/1/2011

Client exits the Program: 10/1/2011

Receives \$300 in Child Support & \$100 in SNAP at program entry

Client’s Child Support is decreased from \$300 to \$200 on 9/20/2011

Client’s SNAP amount is increased to \$200 on program exit.

INCOME INFORMATION					
Income received from any source in past 30 days?				<input checked="" type="checkbox"/> Yes (HUD)	G
Monthly Income					
Last 30 Day Income	Source of Income	Start Date	End Date		
US\$200.00	Child Support (HUD)	09/21/2011			
US\$300.00	Child Support (HUD)	08/01/2011	09/20/2011		
US\$800.00	Earned Income (HUD)	08/01/2011			
Add		View Gross Income		Showing 1-3 of 3	
Non-cash benefit received in past 30 days?				<input checked="" type="checkbox"/> Yes (HUD)	G
Non-Cash Benefits					
Amount of Non-Cash Benefit	Source of Non-Cash Benefit	Start Date	End Date		
US\$200.00	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	10/01/2011			
US\$100.00	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	08/01/2011	09/30/2011		
Add		Showing 1-2 of 2			