

DETERMINING FINANCIAL ELIGIBILITY

Financial eligibility shall be determined by comparing the family income and size to the Special Health Services (SHS) financial eligibility guidelines.

Verifying Income:

- Federal Internal Revenue Service (IRS) income tax information shall be used to verify income.
- Income consists of the Adjusted Gross Income (AGI) reported on the applicant/participant's Federal IRS income tax form.
 - If the applicant/participant appears as a dependent on another person's IRS income tax form, use the AGI reported on the income tax form on which the applicant/participant appears as a dependent.
- When a child is in foster care and is in the legal custody of the state, income is reported as zero (0).
- When a participant/family is not required to file a Federal IRS tax form, the income is reported as zero (0).
- When it is not possible to use the AGI of the person who claims the applicant/participant as a dependent, use the following default process to determine whose AGI should be used in calculating financial eligibility:
 - Use the AGI of the person assigned medical financial responsibility if the court has assigned medical financial responsibility, or
 - Use the AGI of the individual having "physical custody" of the participant if the participant lives with someone other than both parents (i.e., one parent, relative, friend, etc.), or
 - Use the AGI of the individual who has assumed medical responsibility if the participant is in a court-ordered situation and the person assigned medical financial responsibility is out of compliance with the court order, or
 - If the participant has no determinable responsible person or fits none of the examples, consult with the Program Manager to determine whose AGI to use.
- An estimated income may be substituted for the AGI when the income tax information is not reflective of the family's current financial status.
 - The income tax information shall be considered non-reflective of the current status when a change has been in effect for at least three (3) months or when the family separates and the custodial adult has been deprived of access to the income for three (3) months or more.
 - Use the actual income to date (calendar year) as evidenced by pay stubs or other documentation and estimate the rest of the yearly income.
 - If income is requested to be estimated for a second consecutive year, a written request for consideration must be made to the Program Manager.
- For participants filing a Federal IRS tax extension, use the estimated income indicated on the extension form.
 - The AGI from the tax form must be entered as soon as the taxes are filed but no longer than six (6) months from the tax extension file date.

- For participants applying for an Individual Tax Identification Number (ITIN), use the estimated income.
- All financial verification documents and calculations must be retained in the participants' records.

Family Size:

- If the income is reported as zero (0), the family size is one (1).
- If the income is reported from the IRS income tax form, the family size is the number of all persons listed on the income tax form.
- Increase the family size by one (1) for each additional family member enrolled in a SHS Program.

Computing Financial Eligibility:

- Locate the family size on the financial eligibility guideline scale. The Financial Eligibility Guideline Scale is located on the AFER Secure Website.
- If the family income exceeds the maximum eligible income for the family size, the participant is not financially eligible.

Annual Financial Eligibility Review (AFER):

- Participants enrolled in Paid Service will be reviewed for continued financial eligibility on an annual basis.
- The AFER process will be conducted each year from January 1st through June 30th.
- Detailed information on the AFER process can be accessed on the AFER Secure Website.