

## ATTACHMENT II

### PROCEDURES FOR COMPUTING ANNUAL FAMILY INCOME FOR SCSEP

1. Computation. Annual family income must be determined by computing the annualized includable income for the 6 months preceding application or certification for continued enrollment.

Annual family income for current family members refers to the sum of the amounts received from the income inclusions delineated in Attachment I.

2. Standard Definition of Family and Family Income.

- A family is defined as:
  - A husband, wife and dependent children; or
  - A parent or guardian and dependent children; or
  - A husband and wife
- A person with a disability who may be treated as a “family of one” for income eligibility determination purposes as currently provided at §641.500 of the SCSEP regulations

3. Exception to Standard Definition.

- When the applicant is claimed as a dependent on the Federal income tax return of another family member with whom they reside, the CPS definition of family must apply.

4. CPS Definition of Family.

- The family is defined by the CPS as:
  - A family is a group of two people or more related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.
  - As in the standard definition above, a person with a disability may be treated as a “family of one” for income eligibility determination purposes.

5. CPS Definition of Subfamily.

- **Subfamily.** A subfamily is a married couple with or without children, or a single parent with one or more of their own never-married children under 18 years old. A subfamily does not maintain their own household, but lives in the home of someone else.
- **Related subfamily.** A related subfamily is a married couple with or without children, or one parent with one or more of their never-married children under 18 years old, living in a household and related to, but not including, the person or couple who maintains the household. One example of a related subfamily is a young married couple sharing the home of the husband’s or wife’s parents.
- **Unrelated subfamily.** An unrelated subfamily (formerly called a secondary family) is a married couple with or without children, or a single parent with one or

more of their own never-married children, or a single parent with or more of their own never-married children under 18 years old living in a household. Unrelated subfamily members are not related to the householder. An unrelated subfamily may include people such as guests, partners, roommates, or resident employees and their spouse and/or children. An unrelated subfamily is NOT included in the determination of income eligibility for SCSEP.

6. Annual Family Income. Annual family income for current family members refers to the sum of the amounts received from the income inclusions delineated in Attachment I.
7. Documentation. Grantees must ask applicants and enrolled participants for written documentation of age, income sources and family size when conducting income eligibility or recertification procedures—e.g., driver’s licenses, Social Security or Medicare cards, pay stubs, income tax returns, and like “official” documentation. Further, the record of such documents must be jointly signed by both the individual applicant or participant and the grantee interviewer. Tax return documentation is particularly critical in instances in which the applicant indicates that he is claimed as a dependent on the income tax return of another family member with whom they reside. Grantees are required to maintain copies of the source information.

In remote locations where such proof may not be readily copied, grantees must set up a file of the source document reviewed with applicants and enrolled participants relating to the verification of income eligibility. Such documentation must include the name of the reviewer, the date the information was reviewed, the name of the source documentation, the date of the source documentation and other pertinent information, including the signature of the reviewer and the applicant/participant. To be able to be considered a family of one under the disability provision, appropriate medical documentation must be provided and filed, even in remote locations. Self-certifications are not permitted.

8. Recertification. Grantees must recertify participant eligibility at least once every 12 months. They are strongly urged to do so in February and March since the Federal Income Guidelines are published in February.

**For PY 2004 only**, participants who are subject to recertification of income eligibility will be assessed consistent with the prior procedures delineated in Older Worker Bulletin 95-5. Beginning in PY 2005, income eligibility determinations for continued program participation will be assessed by the criteria delineated herein.