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Bulletin No. 89-81

P-2610

P-2610 General Eligibility Procedures (Continued)

D. Eligibility

1. Determine eligibility by completing the GA Worksheet (DSW 203G).

- a. Verify and note by date and source all income received within the last 30 days. (WAM 2608)
- b. If income includes self employment, determine and deduct business expense. (WAM 2608.2 and 2608.4)

For information regarding income tax forms, see the PP&D Memo facing page P-2122 B4.

- c. Deduct work expense deduction. (WAM 2608.1)
 - d. Deduct Child Support (WAM 2608.3) and Dependent Care Expense (WAM 2608.3)
 - e. Determine ANFC payment level.
 - f. If net income is less than ANFC payment level, client is income eligible.
2. If any part of the application is granted, enter into GAEL. Give the applicant Work Verification (DSW 218G or DSW 218G2) and Recovery of Assistance, (DSW 230 or DSW 230A), if appropriate.

Prepare Vendor Authorization (DSW 292) and give to client, and/or authorize the issuance of a check through GAEL.

A Notice of Decision is only required for grants.

- 3. File application (DSW 201G) and other forms (if any) in case record.
- 4. Inform review worker of changes in household's situation if appropriate.
- 5. If the client is an eligible refugee (see WAM 2502), provide the District Director with the amount of General Assistance authorized each month.