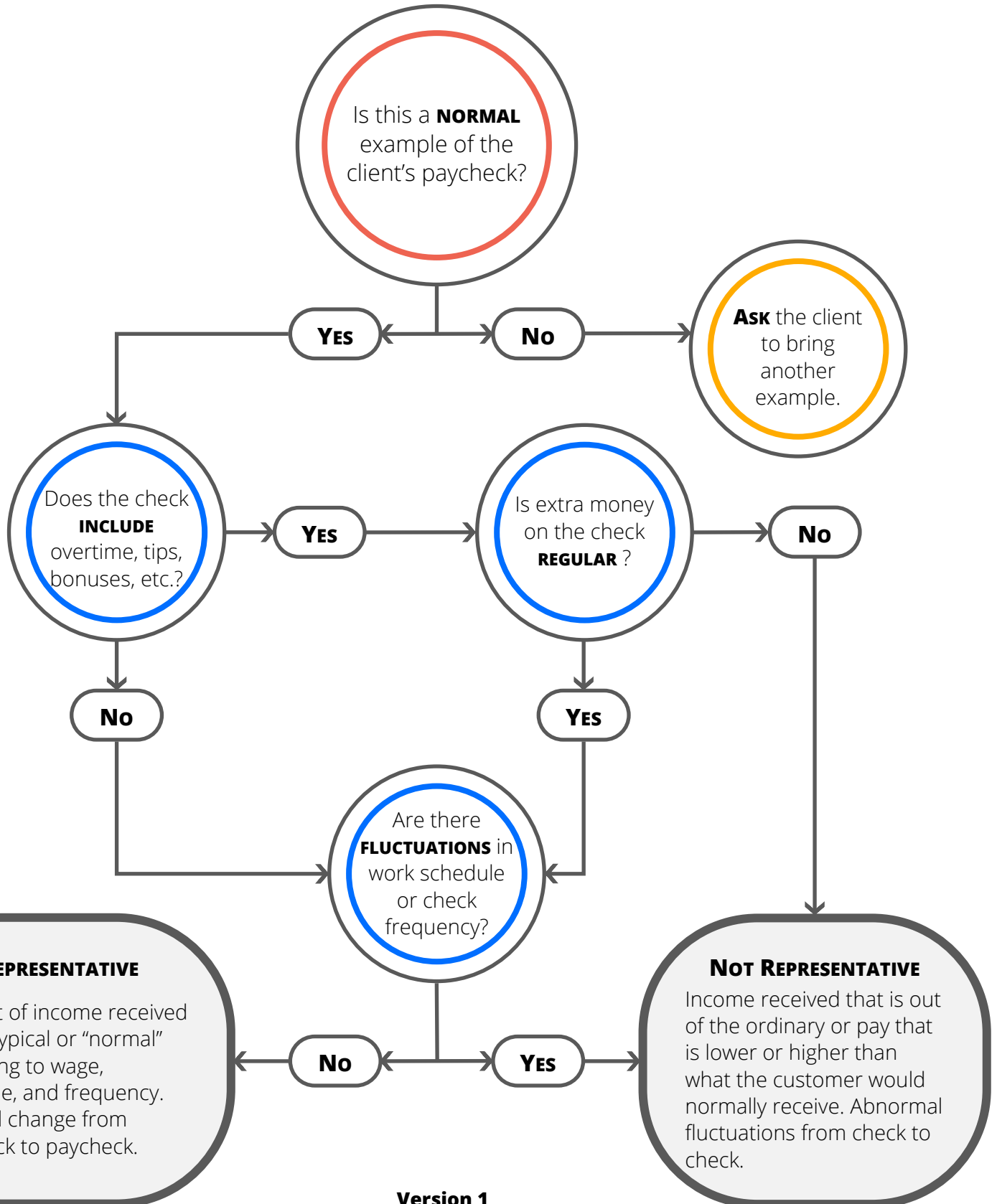


Representative vs. Non Representative Desk Aid

A client gives you a pay stub — How do you identify if it can be used as income to determine eligibility?



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Representative vs. Non Representative Desk Aid

Representative Income Example

John declares to be paid every 2 weeks and provided 2 checks. One is for 72 hours of work with gross income \$799.20 and the other is for 70.5 hours of work with gross income \$782.55.



Both checks are similar in hours and wages, so it is safe for us to use these both as Representative Income.



NOTE:

Amounts can also include consistent overtime. It is important to discuss with lower income employment that hours can fluctuate from week to week for jobs in retail, food service, and other similar industries. All of these could be representative, if this is normal throughout a month. **ASK** more questions during the interview: "Is this normal?"



Not Representative Income Example

Susan declares to be paid every other week, works between 35-40 per week and provided 3 paychecks. The first is for 25 hours of work with gross income \$300, the second is for 69 hours of work with gross income \$828 and the third is for 72 hours of work with gross income of \$864.



The first check would be considered Not Representative as it has a substantially less amount of hours and gross wages than what was declared, and in comparison to the other 2 checks provided.

NOTE:

This includes when the job begins or ends during the application month and if there is a Not Representative check with the Income Received Date in the same as the Application month.