



Hub Verified Income Budgeting Clarification for NA and CA

04/11/2016

This NEWS FLASH is being issued to clarify what income verified in HEAplus by the State Hub can be used for completing NA and CA cases in AZTECS. This information in this News Flash clarifies when staff may use of State Hub income verification when determining eligibility for NA and CA.

Effective immediately, when verifying income using the HEAplus State Hub, ONLY the following electronic sources may be used to budget income for NA and CA:

- Arizona State Retirement System (ASRS)
- TALX/Equifax showing each paycheck in the TALX Summary

When using the income information from these sources, either of the following must apply:

- The customer agrees the income is correct
- The income is not questionable

Arizona State Retirement System (ASRS)

Income from ASRS has already been converted. When the customer agrees the amount is correct, budget the monthly amount as shown. Documentation must support the decision made.

Confirm Income		Case Notes
The income shown below came from electronic sources. Please check it carefully to make sure it is correct. The amounts shown are BEFORE taxes or deductions.		
Name	Income	Is this still Correct?
	ASRS \$2448.91 Monthly	<input type="radio"/> Yes <input type="radio"/> No

TALX/Equifax

When available, select the Equifax link from the Case Summary screen or the TALX link displayed in HEAplus on one of the following screens to review the TALX Summary employment information:



Case Summary:

Case Summary Help and Hints

- Eligibility Application Summary
- SOLQI Response Summary
- Equifax Summary**
- Submitted Application Summary

Application ID: 20153340 Status: Submitted

Eligibility Information Status:

Eligibility Information Status (Read Only) Case Notes

Eligibility Application Summary
Submitted Application Summary
View RFI

Provide Verification or Other Documents Dual Entitlement Call Re-run HUB Check

John Q. Customer
06/21/1962(53) SOLQI TALX

View All Factor Include in Dual Entitlement Call

Factors	Document	Status	Verified By	Action Date	History	Check Hub
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Income Summary:

Income Summary (Read Only) - VIEW APPLICATION Notes

Income Summary

Below is a summary of the income entered for your household. Please review the information to be sure it is complete and correct.

Name	Income Source	Amount	Edit/Remove
Alice Customer	No Income	N/A	
Muffy Customer	No Income	N/A	
Skippy Customer	No Income	N/A	

Add Income Details

Income from Electronic Sources

TALX Summary



After selecting the TALX/Equifax link, the TALX Summary Details screen will list the participant's name the Employer Code and a TALX Summary hyperlink for each employer.

Health-e- Arizona PLUS		
TALX Summary Details		
Name	Employer Code	
Daniel	87843	TALX Summary
Daniel	11556	TALX Summary
Daniel	11708	TALX Summary

Selecting a link will advance the screen to the TALX Summary associated with that employer.

TALX Summary	
Health-e- Arizona PLUS	
TALX Summary 12/02/2015	
[Redacted] Bank of America Corporation	
FedId Number	[Redacted]
Employment Status	No Longer Employed
Most Recent Start Date	04/04/2011
Original Start Date	04/04/2011
Reason For Termination	Data Not Provided
Total Time With Employer	53
Job Title	Production Services Sr. Only
Union Affiliation	Data Not Provided
EMPLOYMENT INCOME	
Pay Frequency	Hourly
Rate Of Pay	37.26
Average Hours Worked	Data Not Provided
Pay Period Frequency	Bi-Weekly
Last Pay Period	
Period End	10/30/2015
Date Paid	11/06/2015
Hours Worked	0.00
Gross Earning	2086.56
Net Earning	1647.85



The participant's income received from the last 30 days or longer must be reviewed to determine the income to be budgeted during the approval period. The income budgeted must be an accurate reflection of the income expected to be received.

The TALX Summary provides the rate of pay and the pay period frequency, along with other needed verification to determine eligibility for the NA and CA programs. The information from each paycheck will be listed separately and provide certain pay information. This information may include period end, date paid, number of hours worked, gross and net pay.

RETIREMENT INCOME (90 DAYS)

Retirement Date

Retirement Amount

Retirement Income (Annually)

Annual Compensation

Year	Base Pay	OverTime	Commission	Bonus	Other	Total
2015	4019.80	26.25	0.00	0.00	0.00	4046.05

Pay Period Summary

Period End	Date Paid	Hours Worked	Gross	Net
08/02/2015	08/07/2015	87.77	877.70	609.56
07/19/2015	07/24/2015	79.63	798.80	691.24
07/05/2015	07/10/2015	76.83	768.30	666.96
06/21/2015	06/26/2015	29.50	295.00	264.46
06/07/2015	06/12/2015	87.50	881.25	756.91
05/24/2015	05/29/2015	42.50	425.00	381.01

IMPORTANT

Amounts displaying in the Gross field include all income, countable and not countable, that the participant has received from that source. To determine whether the participant is receiving income other than regular wages, have a discussion with the participant and use the information under Annual Compensation to resolve any discrepancies. Income that is excluded must be removed during the budgeting process.

Annual Compensation

Year	Base Pay	OverTime	Commission	Bonus	Other	Total
2015	4019.80	26.25	0.00	0.00	0.00	4046.05



Arizona Department of Economic Security
Arizona Health Care Cost Containment System

When the income is current and not questionable, key each individual check in AZTECS separately using the appropriate pay period frequency. Documentation must support the income budgeted.

The TALX summary may also be used to verify terminated employment when the employment status indicates “No Longer Employed”.

MA: The income may still be entered in HEAplus as it appears on the Hub.

NA/CA: Enter income in AZTECS from the TALX Summary using the appropriate pay period frequency.

NOTE For NA and CA, Base Wage does not give pay dates and may not reflect the time frames needed. Base Wage may be used as a way to help identify unreported income for NA and CA.

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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