



CalSAWS | Entering Income in CalSAWS

Fact Sheet

Purpose: The purpose of this fact sheet is to show the steps needed and how to enter income records when actual income should be used in the budget and the income multiplier should not be applied. This might occur at application or when a prior month should be reevaluated for possible supplements and the pay frequency is weekly or bi-weekly. Steps are also present to enter income and utilize the income averaging calculator functionality.

Note: Follow existing policy to determine when to use actual and average income.

What you should do to add actual income on a new application when the pay frequency is weekly or bi-weekly and an income multiplier should not be applied:

1. Navigate to the **income screen** on the **task navigation bar**.

Income List

*- Indicates required fields

Images Continue

Root Questions

CalHEERS Verifications

Display From: To: View

Name	Category	Type	Source	Begin Date	End Date
No Data Found					

Income Category: * [] Add

Complete

Images Continue

2. On the **Income List**, select a category in the **Income Category** and click **add**

Income List

*- Indicates required fields

Images Continue

Root Questions

CalHEERS Verifications

Display From: To: View

Name	Category	Type	Source	Begin Date	End Date
No Data Found					

Income Category: * Earnings Add

Complete

Images Continue



- On the **Income Detail**, select person's Name, Type, Employment, Frequency, select the **<Program>** from Display Program and click **add**

Income Detail

* - Indicates required fields

Images Save and Add Another Save and Return Cancel

Name: *
Winn, Brett 43M

Category: Earnings Type: *
Salary, Wages

Employment: Macy's Remove

Frequency: *
Every Other Week

Description:

Shared with RDP

Pickle Eligibility

Income Amounts

Display Program: *
Cash / CalFresh Add

Images Save and Add Another Save and Return Cancel

- On the **Income Amount Detail**, select "New change reason" of "Intake" and enter "New reported date." Enter total amount of income received in the intake month and enter the Begin date as the last pay date in the intake month. **NOTE:** User must manually figure the total income received in the intake month and enter it as the last pay date in the intake month.

Income Amount Detail

* - Indicates required fields

Save and Return Cancel

Program: Cash / CalFresh

Change Reason

New Change Reason: *
Intake

New Reported Date: *
12/12/2022

Average Calculator

Amount	Date Received	Count in Average	Work Hours
1230		Yes	

Average Amount: 1230.00

Reported Amount: *
1230.00

Unreported Amount:

Begin Date: *
12/26/2022

End Date:

Verified: *
Verified View

Save and Return Cancel

- Click **save and return X2**
- Income should be entered for ongoing months including all pay stubs received to apply the multiplier and project ongoing income.



What you should do to add an average income:

1. Navigate to the **income screen** on the **task navigation bar** and click **edit**

Income List

* - Indicates required fields Images Continue

Root Questions

CalHEERS Verifications

Search Results Summary Results 1 - 1 of 1

Display From: To: View

Name	Category	Type	Source	Begin Date	End Date
<input type="checkbox"/> Winn, Brett 43M	Earnings	Salary, Wages	Macy's	12/26/2022	Edit View History

Remove Income Category: * Add Complete

Images Continue

Income Detail

* - Indicates required fields Images Save and Return Cancel

Name: *
Winn, Brett 43M

Category: Earnings Type: * Salary, Wages

Employment: Macy's Remove

Frequency: *

Description:

Shared with RDP

Pickle Eligibility

Income Amounts

Display Program: * From: To: View

Program	Amount	Begin Date	End Date
<input type="checkbox"/> Cash / CalFresh	1,230.00	12/26/2022	Edit
Medi-Cal	1,230.00	12/26/2022	
Actuals (TMC / Pickle)	1,230.00	12/26/2022	

Remove

Last Updated On 12/12/2022 12:12:23 PM By: 1054528 Images Save and Return Cancel

2. On the **Income Detail**, Select the **<Program>** from the Display Program drop list. For example: Cash/CalFresh and click **add**



Income Detail

*- Indicates required fields

Images Save and Return Cancel

Name: * Wynn, Brett 43M
 Category: Earnings Type: * Salary, Wages
 Employment: Macy's Remove
 Frequency: * Every Other Week
 Description:

Shared with RDP

Pickle Eligibility

Income Amounts

Display Program: * From: 01/2023 To: 01/2023 View
 Cash / CalFresh

Program	Amount	Begin Date	End Date
<input type="checkbox"/> Cash / CalFresh	1,230.00	12/26/2022	

Remove Add

Last Updated On 12/12/2022 12:12:23 PM By: 1054528

Images Save and Return Cancel

- On the **Income Amount Detail**, select “New change reason” and enter the “New reported date.” Enter the amount of the paystub in the first average calculator amount box, enter the date received, count in average, “actual” work hours then click **add**. **NOTE:** In order for the system to evaluate for WINS, the user must select Actual (and enter hours) or Proxy in the Work Hours field. Leaving this field blank will result in the system not determining WINS.

Income Amount Detail

*- Indicates required fields

Save and Add Another Save and Return Cancel

Program: Cash / CalFresh

Change Reason

New Change Reason: * Intake
 Change Reason: Intake
 New Reported Date: * 12/12/2022
 Reported Date: 12/12/2022

Average Calculator

Amount	Date Received	Count in Average	Work Hours
<input type="checkbox"/> 572.00	12/12/2022	Yes	Actual 21.0
<input type="checkbox"/>		Yes	

Remove Add

Average Amount: 572.00

Reported Amount: * 572.00
 Unreported Amount: 0.00
 Begin Date: *
 End Date:
 Verified: * Pending View

Save and Add Another Save and Return Cancel

- On the **Income Amount Detail**, enter the second pay stub in the second amount box, date received, count in average, “actual” work hours. The average amount will reflect in the reported amount box



Income Amount Detail

*- Indicates required fields

Program: Cash / CalFresh

Change Reason

New Change Reason: * Intake
 Change Reason: Intake

New Reported Date: * 12/12/2022
 Reported Date: 12/12/2022

Average Calculator

Amount	Date Received	Count in Average	Work Hours
<input type="checkbox"/> 572.00	12/12/2022	Yes	Actual 21.0
<input type="checkbox"/> 733	12/29/2022	Yes	Actual

Remove

Average Amount: 652.50

Reported Amount: * 652.50
 Unreported Amount: 0.00

Begin Date: *
 End Date:

Verified: * Pending View

Save and Add Another Save and Return Cancel

- On the **Income Amount Detail**, the begin date should reflect the following pay date after the Actual Income from intake month. **NOTE:** For ongoing cases (SAR/RE) The begin date should be the same as the date on the paystub.

Income Amount Detail

*- Indicates required fields

Program: Cash / CalFresh

Change Reason

New Change Reason: * Intake
 Change Reason: Intake

New Reported Date: * 12/12/2022
 Reported Date: 12/12/2022

Average Calculator

Amount	Date Received	Count in Average	Work Hours
<input type="checkbox"/> 572.00	12/12/2022	Yes	Actual 21.0
<input type="checkbox"/> 733	12/29/2022	Yes	Actual

Remove

Average Amount: 652.50

Reported Amount: * 652.50
 Unreported Amount: 0.00

Begin Date: * 01/09/2023
 End Date:

Verified: * Verified View

Save and Add Another Save and Return Cancel

- Click **Save and return X2**



Converting income to a monthly amount

Paid	Multiplier	Calculation
Weekly	Multiply by 4.33	Average the checks and multiply by 4.33
Biweekly	Multiply by 2.167	Average the checks and multiply by 2.167
Twice per month	Add together	Add the 2 checks together
Monthly	N/A	Gross of single check
Quarterly	Divide by 3	Gross of single check and divide by 3
Semi-Annual	Divide by 6	Gross of single check and divide by 6
Annual	Divide by 12	Gross of single check and divide by 12