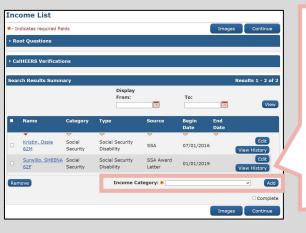


# Add New OR Edit Existing

# - Income Edition

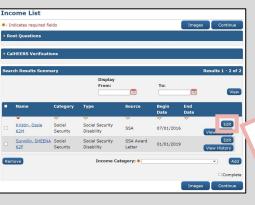
### Add When:

- **New** source of income is reported
  - For example, a customer reports a **new** job or second employer.



To add income, users select an Income Category and click Add

- New amount of income is reported for an existing employer/source
  - For example, a customer reports a decrease in income from their existing employer.



To add a **new** income amount on an existing source, users click **Edit** on the appropriate income detail record.

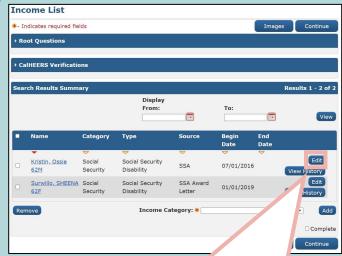
Then on the Income Detail page, users select the appropriate program from the Display Program drop list and click Add.

Note: Adding income to one program can impact all programs if there is not an income entry for the other program.

## **Edit Existing When:**

- An existing employer/source or amount has been entered incorrectly
  - For example, a worker accidentally added an extra zero to the income amount.

**Note:** Editing income changes the history of the income and can potentially cause an overpayment/overissuance for prior months.



To edit income, users click Edit on the appropriate income detail record.

- Indicates required fields		Images	Save and Return	Canc
Name: *				
Kristin, Ossie 62M				
Category:	Type: *			
Social Security	Social Security Disability	ty		
Source:				
SSA				
Frequency: *				
Monthly				
Description:				
> Shared with RDP				
> Shared with RDP > Pickle Eligibility Income Amounts ©	- 50			
› Pickle Eligibility				
→ Pickle Eligibility Income Amounts \$	From:	То:		
→ Pickle Eligibility Income Amounts © Display	From:  03/2023	To: 03/2023	•	Vie
> Pickle Eligibility  Income Amounts  Display  Program: *			End Date	Vie
> Pickle Eligibility  Income Amounts  Display Program: *	03/2023	03/2023		Vio
> Pickle Eligibility  Income Amounts &  Display Program: *  All Program	03/2023 Amount	03/2023 Begin Date		
Program Cash / CalFresh	03/2023  Amount  1,068.00	03/2023 Begin Date 06/01/2022		Ed
Income Amounts Display Program: *    Program   Cash / CalFresh   Medi-Cal	03/2023 ★ Amount 1,068.00 1,066.00	03/2023 <b>Begin Date</b> 06/01/2022 01/01/2022		Ed

Then on the Income Detail page, users click Edit in the Income Amounts section for the program that needs to be corrected.