Add New OR Edit Existing

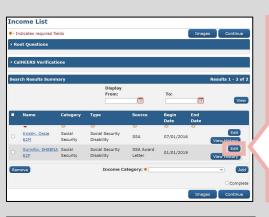
- Income Edition -

Add When:

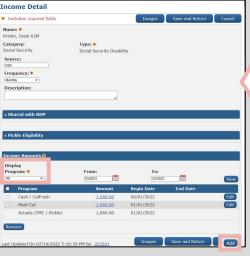
- A new source of income is reported
 - For example, a customer reports a **new job** or second employer



- A 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, click **Edit** on the appropriate income detail record.



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

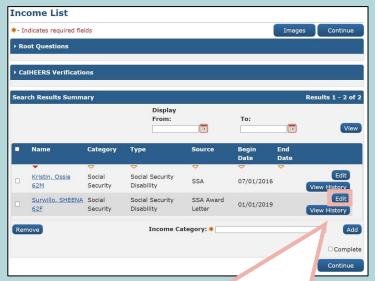
Note: Adding income to one program can impact all programs if there is not an income entry for the other program.

Edit Existing When:

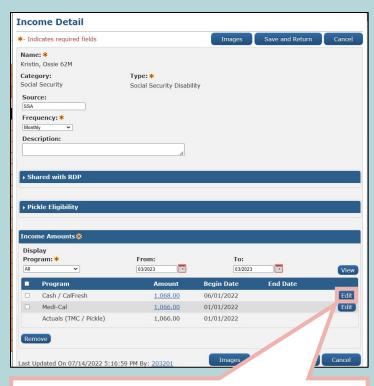
An existing employer/source or amount has been entered incorrectly

 For example, an extra zero was accidentally added 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.



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