

03 Financial Eligibility

3.1 Financial Eligibility Overview

Financial eligibility for EA requires that the combined total earned and unearned income of the EA Group be at or below 115% of the Federal Poverty Level (FPL) in the 30 days prior to and including the EA Application date; and that the EA Group have assets valued at \$2,500 or less at the time of application.

If the EA applicant is in any W-2 placement except CMF at the time of the EA Application, financial eligibility for EA has been met. (CMF is not included because W-2 participants do not need to be financially eligible to receive W-2 follow-up services once they have found employment.) The W-2 agency must check the box at the top of the Financial Eligibility Worksheet (2010-E) (Part 2, Page 1 of the EA Application) ~~For EA applicants in a qualifying W-2 placement, the W-2 agency must~~ and attach a screen print of CARES screen WPWW to the EA Application materials to verify that financial eligibility has been met.

If the applicant is **not** in a qualifying W-2 placement at the time of the EA Application, the W-2 agency must complete the Financial Eligibility Worksheet (2010-E) (Part 2, Page 1 of the EA Application) to determine financial eligibility. This form is a MS Excel worksheet that calculates financial eligibility using information that is entered by the worker.

EA applicants who are open in CARES for CC, FS, or MA do NOT automatically meet EA financial eligibility. These programs have different eligibility criteria and different income thresholds. The W-2 agency must collect income and asset information from these applicants at the time of application.

Example 1: Anita applied for EA on January 14, 2014. She has one child. Anita is employed, but was off work from 12/21/13 – 1/4/14 due to an employer shutdown over the holidays. Her rent is past due and she has received an eviction notice. Anita has returned to work, but has not received another paycheck yet. Anita submitted the following check stubs to verify her employment income in the 30 days prior to the EA Application date:

<u>Check stub dated 12/20/13</u>	<u>\$255.00</u>
<u>Check stub dated 12/27/13</u>	<u>\$274.13</u>

Using the EA Financial Eligibility Worksheet, the W-2 agency calculates that Anita's income in the 30 days prior to the EA Application date was \$529.13. Based on the EA group of two people, Anita would be eligible for EA as she has income less than 115% of the FPL.

EARNED INCOME FOR 30 DAYS PRIOR TO EA APPLICATION DATE							
Verified Yes/No	EA Group Member Name	Income Source	Gross Income Pay 1	Gross Income Pay 2	Gross Income Pay 3	Gross Income Pay 4	Gross Income in Past 30 Days
Yes	Anita	Employment	255.00	274.13			\$529.13
							\$0.00
							\$0.00
							\$0.00
UNEARNED INCOME FOR 30 DAYS PRIOR TO EA APPLICATION DATE							
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total Monthly Gross Income							\$529.13
Group Size							2
Pass/Fail							Pass

Example 2: Porter applied for EA on August 7, 2014. He has one child. Porter is residing with friends temporarily, but looking for a new place to live. Porter was employed, but was laid off and is now receiving unemployment. Porter submitted the following check stubs to verify his employment income in the 30 days prior to the EA Application date, and the W-2 agency uses CARES to verify the unemployment income.

Check stub dated 7/11/14 \$616.26
 Unemployment income 7/25/14 \$200.00
 Unemployment income 8/1/14 \$200.00

Using the EA Financial Eligibility Worksheet, the W-2 agency calculates that Porter's income in the 30 days prior to the EA application date was \$1,016.26. Based on the EA group of two people, Porter would be eligible for EA as the EA group's income is less than 115% of the FPL.

EARNED INCOME FOR 30 DAYS PRIOR TO EA APPLICATION DATE							
Verified Yes/No	EA Group Member Name	Income Source	Gross Income Pay 1	Gross Income Pay 2	Gross Income Pay 3	Gross Income Pay 4	Gross Income in Past 30 Days
Yes	Porter	Employment	616.26				\$616.26
							\$0.00
							\$0.00
							\$0.00
UNEARNED INCOME FOR 30 DAYS PRIOR TO EA APPLICATION DATE							
Yes	Porter	UI	\$200.00	\$200.00			\$400.00
							\$0.00
							\$0.00
							\$0.00
Total Monthly Gross Income							\$1,016.26
Group Size							2
Pass/Fail							Pass