

## 90-400.01. POLICY

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### **A. General**

All GR applicants shall be required to apply for all potentially available income. If there is any question regarding the availability of the resource or potential income, the applicant shall be required to apply for such income as a condition of eligibility. The applicant shall be responsible for taking all actions necessary to apply for and use all income resources reasonably available in order to maximize his/her total income and minimize dependence on the GR program.

If the applicant refuses to apply for and/or accept reasonably available income, there is no eligibility for GR until the applicant agrees to apply for that income and provides verification of having done so.

Consistency in the case shall be required with respect to the employability status of the applicant and potential income resources. For example, if the applicant is unable to provide evidence of unemployability, he/she is presumed to be employable. If the applicant has had prior employment within the past 18 months, then an application for UIB shall be required, despite the effect of that application on pending SDI, Worker's Compensation, Social Security benefits or other pending income.

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### **B. Public Assistance**

GR shall not be issued to supplement any type of PA income. Applicants who are approved for, and in receipt of PA income [CalWORKs, SSI, Refugee Assistance Program (RAP), etc.] shall be denied GR.

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### **C. Other Income**

Applicants who would normally be in receipt of income other than PA (for example, Veteran's Benefits, UIB, SDI, Social Security, earnings, etc.) shall be presumed to have such income immediately available to them. If the income exceeds the Basic Need Rate or the benefit amount would be less than \$10, there is no GR eligibility due to excess income.

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### **D. Documenta- tion and Verification**

All income must be verified and documented in the case record. Acceptable verification of income varies significantly with the type of income. Acceptable verification may include a written/printed standardized record, issued by a government agency or a company, which specifically identifies the recipient and the source and amount of income, or a statement of income by the applicant, confirmed preferably in writing, or by phone or other means, by the appropriate employer or agency. It is the applicant's responsibility to provide the most accurate and current verification available. (See Earned Income, [GRPG 90-400.4](#) and the various types of Unearned Income, [GRPG 90-400.5](#) through [12](#) for specific requirements.)

Generally the worker will image any income verification in the case file as documentation. The worker will document the verification in CalWIN with the appropriate income item. If no documentation is available, the worker will specify on the application how verification was completed. The Monthly/Quarterly Eligibility Report (CW 7/QR 7) may be used as verification along with appropriate receipts.

[GRPG Letter #76 \(8/14\)](#)

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### **E. Sworn Statements**

A sworn statement (CSF 2) or detailed entry on the Statement of Facts may be used in rare instances, with supervisor approval, as temporary verification of income pending receipt of acceptable verification. An example would be prior out-of-state employment verified by the applicant's statement pending return of CSF 22 (Employment Verification).

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### **F. Irregular Income**

Income from one time only sources or in irregular amounts (babysitting, recycling, self-employment, temporary employment, etc.) must be verified. Verification can be by the applicant's sworn statement if no other verification is or will be available. Applicants advised of verification requirements shall be expected to provide verification, except when the Agency itself initiates verification. Failure to provide verification which is available to the applicant from a source within the County shall result in ineligibility for aid.

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### **G. Availability**

Current and potential income is considered available and is excluded only if verification is obtained confirming conditional, partial, or no availability. (See also [GRPG 90-400.13](#), Excluded Income). An exception to this policy is Aid through First Payday ([GRPG 90-500.4](#)).

The applicant's sworn statement as to availability may be sufficient if reasonable and consistent with general knowledge and other information. An example would be unpaid wages from a bankrupt company. Wages may eventually be received, but cannot be currently anticipated, and therefore would not be considered a reasonably available resource at this time. A Case Alert shall be set to alert the granted worker of this potential availability and the date such income may become available.

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