

Quarterly Reporting/Prospective Budgeting Questions and Answers

Question: When an optional person is requesting to be included in or removed from the AU, when should the individual and/or his income be added and/or discontinued from the case?

Response: The CWD must treat the addition/removal of an optional person and his/her income the same way as it would treat a person who is required to be mandatorily included in the AU. The CWD would add an optional person to the AU the first of the month following the report of the change (if it results in an increase) or effective the first of the quarter (if adding him/her would result in a decrease) once eligibility has been established.