

Quarterly Reporting/Prospective Budgeting Questions and Answers

Question: If the client reported in the first month of a quarter that their income was going to be decreased for the second and third months of a quarter, and the CWD has already done a new average for the last two months' income, what action should the CWD take if the recipient reports the same decrease in month three?

Example: Jan/Feb/March Quarter. In January, client reports loss of her \$1000/month job and expects \$500 in February and \$0 in March. The CWD uses an average monthly income amount of \$250 for the benefit calculation for February and March. The client comes in during March and reports that her income dropped from \$500 to \$0.

Response: The CWD should not recalculate benefits based on this second report from the client. The \$0 income for March has already been taken into account for the current quarter.