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## D - Income Calculator

### D.1 Income Calculator

The Income Calculator Dialog allows the user to specify the sources of income for the household and/or household member and determine income eligibility based on business rules and the entered information. It is invoked in response to the following user actions:

- Selection of the Income Contact button on the [Application Prescreening dialog](#) as defined in *Chapter 07 – Initial Contact*.
- Selection of the Add Income Screening Contact button on the [Income History tab](#) of the Participant Folder defined in *Chapter 09 – Participant Folder*.
- Selection of the Income Calculator button on the Demographics sub-tab of the [Demographics Information dialog](#) of the Certification Guided Script described in *Chapter 10 – Certification Guided Script*

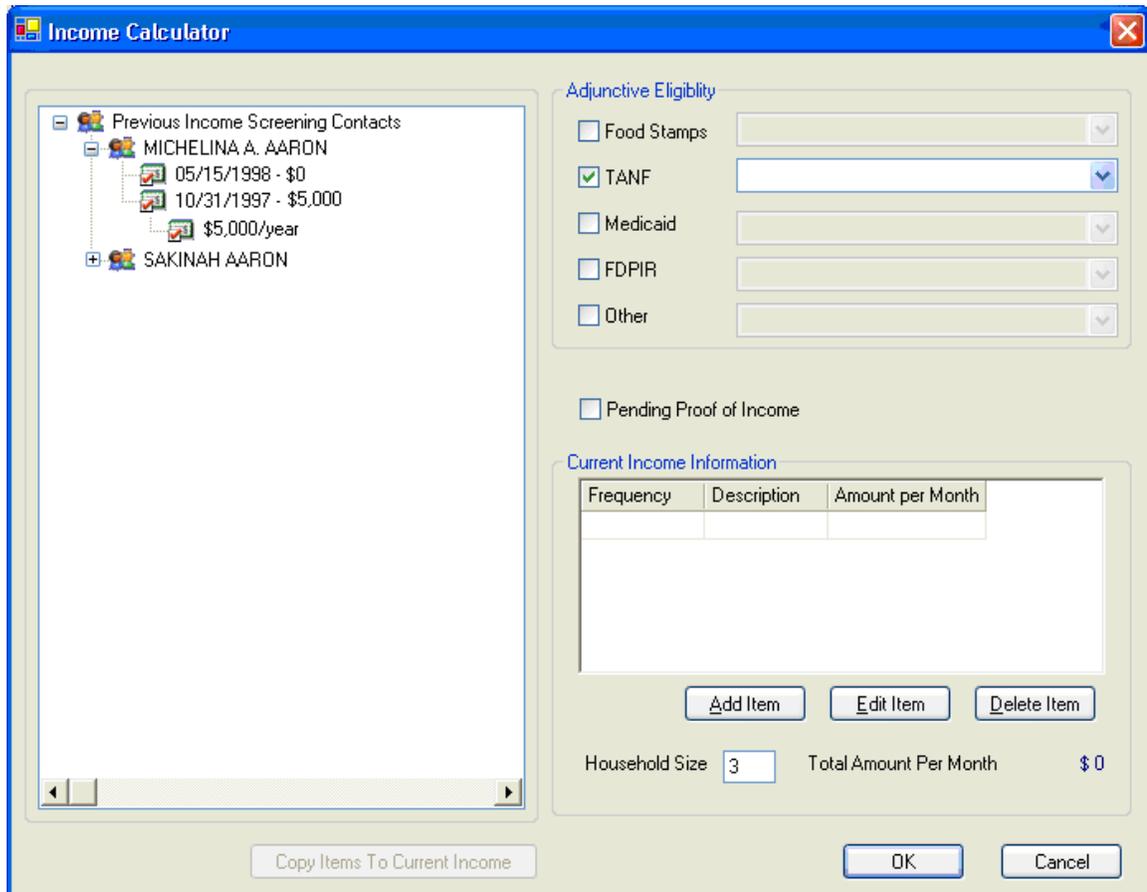


Figure 1 - Income Calculator Dialog

## D.1.1 Controls

This section describes the behavior of the controls on the Income Calculator Dialog.

### *D.1.1.1 Income Screening Contact Display Tree View*

The tree view will be enabled when the Income Calculator Dialog is active. It will consist of the following hierarchical structure:

```
Previous Income Screening Contacts
|
|_ Household Member Node
|  |
|  |__Income Screening Contact Node
|  |  |
|  |  |__Income Line Item Node
|  |  |
|  |  |__Income Line Item Node
|  |  |
|  |__Income Screening Contact Node
|
|_ Household Member Node
```

The data values on the tree view will be read-only.

### *D.1.1.2 Household Member Tree View Node*

The node will consist of the Users.gif  icon and text in the format of {household member first name} {household member middle initial (if specified)} {household member last name}. All other household member nodes will be collapsed.

### D.1.1.3 Income Screening Contact Tree View Node

The node will consist of the Cheqcontrol\_new.gif  icon and text in the format of {income screening contact date} - \${monthly amount of income}. If the income screening contact date is equal to the current system date, the node will default to 'expanded'.

### D.1.1.4 Income Line Item Contact Tree View Node

The node will consist of the Cheqcontrol\_new.gif  icon and text in the format of {description of income}.

The {description of income} format will vary depending on the frequency of the income as detailed in the below table:

Income Frequency	Format of Description
Hourly	xx hours at \$yy/hour for zz weeks
Weekly	\$xx/week for yy weeks
Bi-weekly	\$xx/Period for yy Periods
Semi-monthly	\$xx/Period for yy Periods
Monthly	\$xx/months for yy months
Yearly	\$xx/year

### D.1.1.5 Copy Items to Current Income Button

The Copy Items to Current Income button will be enabled when the *EnableCopyIncome* business rule is active and an income screening contact node is selected on the Income Screening Contact tree view with an income screening contact date equal to the current system date or an income line item node is selected with an income screening contact date equal to the current system date. Otherwise, the Copy Items to Current Income button will be disabled.

Upon selection of an income screening contact node with an income screening contact date equal to the current system date, the Copy Items to Current Income button will be enabled. If an income screening contact node is selected with an income screening contact date not equal to the current system date, the Copy Items to Current Income button will be disabled.

Upon selection of an income line item node with an income screening contact date equal to the current system date, the Copy Items to Current Income button will be enabled. If an income line item node is selected with an income screening contact date not equal to the current system date, the Copy Items to Current Income button will be disabled.

#### *D.1.1.6 Food Stamps Check Box*

This control allows the user to indicate that the members of the household participate in the USDA Food Stamps program and are adjunctively eligible for WIC participation. The check box will be enabled when the Income Calculator Dialog is active. .

#### *D.1.1.7 Proof of Food Stamps Dropdown*

This control allows the user to select proof of Food Stamps enrollment. The dropdown will be enabled when the Food Stamps check box is selected. It will display all 'FOODSTAMPPROOF' from the ReferenceDictionary entity in alphabetic order.

#### *D.1.1.8 TANF Check Box*

This control allows the user to indicate that the members of the household participate in the Temporary Assistance to Needy Families (TANF) program and are adjunctively eligible for WIC participation. The check box will be enabled when the Income Calculator Dialog is active.

#### *D.1.1.9 Proof of TANF Dropdown*

This control allows the user to select proof of TANF enrollment. The dropdown will be enabled when the TANF check box is selected. It will display all 'TANFPROOF' from the ReferenceDictionary entity in alphabetic order

#### *D.1.1.10 Medicaid Check Box*

This control allows the user to indicate that the household member participates in the Medicaid program and is adjunctively eligible for WIC participation. The check box will be enabled when the Income Calculator Dialog is active. .

#### *D.1.1.11 Proof of Medicaid Dropdown*

This control allows the user to select proof of Medicaid enrollment. The dropdown will be enabled when the Medicaid check box is selected. It will display all 'MEDICAIDPROOF' from the ReferenceDictionary entity in alphabetic order.

#### *D.1.1.12 FDPIR Check Box*

This control allows the user to indicate that the household member participates in the FDPIR program and is adjunctively eligible for WIC participation. The check box will be enabled when the Income Calculator Dialog is active. .

#### *D.1.1.13 Proof of FDPIR Dropdown*

This control allows the user to select proof of FDPIR enrollment. The dropdown will be enabled when the FDPIR check box is selected. It will display all 'FDPIRPROOF' from the ReferenceDictionary entity in alphabetic order

#### *D.1.1.14 Other Check Box*

This control allows the user to indicate that the household member is adjunctively eligible for WIC participation based on participation in another benefits program or other reasons. The check box will be enabled when the Income Calculator Dialog is active and the *OtherAdjunctiveEligibility* rule is active. It will default to be unchecked.

#### *D.1.1.15 Proof of Other Dropdown*

This control allows the user to select proof of other adjunctive eligibility. The dropdown will be enabled when the Other check box is selected. It will display all 'OTHERPROOF' from the ReferenceDictionary in alphabetic order.

#### *D.1.1.16 Pending Proof of Income Check Box*

This control allows the user to indicate that the household member does not have their proof of income at the present time. The check box will be enabled when the Income Calculator Dialog is active.

#### *D.1.1.17 Current Income Information Display Grid*

The grid will be enabled when the Income Calculator Dialog is active. It will consist of the following columns:

- Income Frequency (Frequency)
- Description
- Amount Per Month

The grid will contain an entry for each line item of the current income screening contact.

#### *D.1.1.18 Add Item Button*

The Add Item button will be enabled when the Income Calculator Dialog is active. It has a mnemonic of “A”.

#### *D.1.1.19 Edit Item Button*

The Edit Item button will be enabled when an entry is selected in the Current Income display grid. It has a mnemonic of “E”.

#### *D.1.1.20 Delete Item Button*

The Delete Item button will be enabled when an entry is selected in the Current Income display grid. It has a mnemonic of “D”.

#### *D.1.1.21 Household Size Masked Edit Box*

The masked edit box will be enabled when the Income Calculator Dialog is active. The masked edit box will only accept entry of numeric digits. The mask on the box will be “###”.

#### *D.1.1.22 Total Amount Per Month Text and Value Label*

The value label will display when the Income Calculator Dialog is active. It will display the sum of the Amount Per Month column of the Current Income display grid. The value will be formatted \$#####. It is read-only and will display in the inverse color of the dialog.

#### *D.1.1.23 OK Button*

The OK button will be enabled when the Income Calculator Dialog is active. Characteristics for the OK button are defined in *Consistencies*.

#### *D.1.1.24 Cancel Button*

The Cancel button will be enabled when the Income Calculator Dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

### **D.1.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Income Calculator Dialog.

#### *D.1.2.1 Initializing the Interface*

Upon initial display of the dialog, the title bar text will be set to “Income Calculator”

The Income Screening Contact Display tree view will display all existing income screening contacts for all members of the household in alphabetic order by First Name. The previously saved income screening contact dates and income will display for each household member in reverse-chronological order by the value of the Income Screening Contact Date.

The household member node for the current household member on the Income Screening Contact Display tree view will default to expanded.

#### D.1.2.1.1 Food Stamps Check Box –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Food Stamp check box will default to the value of the FoodStamps attribute of the associated Income Contact record. Otherwise it will be initially blank.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Food Stamps check box will default to the value FoodStamps attribute of the participants current Income Contact record. Otherwise it will be initially blank.

#### D.1.2.1.2 Proof of Food Stamps Dropdown –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Proof of Food Stamps dropdown will default to the value of the FoodStampsProofCD attribute of the associated Income Contact record. Otherwise it will be initially disabled.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Proof of Food Stamps dropdown will default to the value of the FoodStampsProofCD attribute of the participants current Income Contact record. Otherwise it will be initially disabled.

#### D.1.2.1.3 TANF Check Box –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the TANF check box will default to the value of the TANF attribute of the associated Income Contact record. Otherwise it will be initially blank.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the TANF check box will default to the value of the TANF attribute of the participants current Income Contact record. Otherwise it will be initially blank.

#### D.1.2.1.4 Proof of TANF Dropdown –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Proof of TANF dropdown will default to the value of the TANFProofCD attribute of the associated Income Contact record. Otherwise it will be initially disabled.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Proof of TANF dropdown will default to the value TANFProofCD attribute of the participants current Income Contact record. Otherwise it will be initially disabled.

#### D.1.2.1.5 Medicaid Check Box –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Medicaid check box will default to the value Medicaid attribute of the associated Income Contact record. Otherwise it will be initially blank.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Medicaid check box will default to the value Medicaid attribute of the participants current Income Contact record. Otherwise it will be initially blank.

#### D.1.2.1.6 Proof of Medicaid Dropdown –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Proof of Medicaid dropdown will default to the value of the MedicaidProofCD attribute of the associated Income Contact record. Otherwise it will be initially disabled.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Proof of Medicaid dropdown will default to the value of the MedicaidProofCD attribute of the participants current Income Contact record. Otherwise it will be initially disabled.

#### D.1.2.1.7 FDPIR Check Box –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the FDPIR check box will default to the value FDPIR attribute of the associated Income Contact record. Otherwise it will be initially blank.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the FDPIR check box will default to the value FDPIR attribute of the participants current Income Contact record. Otherwise it will be initially blank.

#### D.1.2.1.8 Proof of FDPIR Dropdown –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Proof of FDPIR dropdown will default to the value of the FDPIRProofCD attribute of the associated Income Contact record. Otherwise it will be initially disabled.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Proof of FDPIR dropdown will default to the value of the FDPIRProofCD attribute of the participants current Income Contact record. Otherwise it will be initially disabled.

#### D.1.2.1.9 Other Check Box –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Other check box will default to the value Other attribute of the associated Income Contact record. Otherwise it will be initially blank.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Other check box will default to the value Other attribute of the participants current Income Contact record. Otherwise it will be initially blank.

#### D.1.2.1.10 Proof of Other Dropdown –

If the ClientAdjEligibility business rule is set to No and any member of the Household has an Income Contact record associated with the selected HouseholdID and is in a current certification, the value of the Proof of Other dropdown will default to the value of the OtherProofCD attribute of the associated Income Contact record. Otherwise it will be initially disabled.

If the ResetAdjEligibility business rule is set to No and the selected member is in a current certification, the value of the Proof of Other dropdown will default to the value of the OtherProofCD attribute of the participants current Income Contact record. Otherwise it will be initially disabled.

Pending Proof of Income check box will be initially set to blank for new certifications. When modifying an existing certification, the value will be set to the PendingProof attribute of the IncomeContact entity being modified.

Current Income Information grid will be initially set to blank for new certifications. When modifying an existing certification, the values will be set to the values from the IncomeItem entity of the Income Contact being modified.

Household Size Masked Edit Box will initially be set to blank for new certifications. When modifying an existing certification, the value will be set to the HouseholdSize attribute of the IncomeContact entity being modified.

The Total Amount Per Month value label will display the sum of all Income Items displayed in the Current Income Information grid. Otherwise, it will display \$0.

#### *D.1.2.2 Edits*

Upon selection of the OK button, if the Household Size masked edit box is blank, the system will invoke a standard warning message with the text “An entry is required for the {control label}.”

If a value has not been entered in at least one of the following controls:

- Food Stamps check box
- TANF check box
- Medicaid check box
- FDPIR check box
- Other check box
- Pending Proof of Income check box
- Current Income display grid (at least one record)

The system will invoke a standard warning message with the text “You must enter some type of income information.”

If the value entered in the Household Size masked edit box is not within the range of 1 to 20 inclusive, the system will invoke a standard warning message with the text, “The Household Size range is 1 through 20.”

### *D.1.2.3 Edits for Adjunctive Eligibility*

If an entry is made in at least one of the following controls:

- Food Stamps check box
- TANF check box
- Medicaid check box
- FDPIR check box
- Other check box

If the Proof of Adjunctive Eligibility dropdown is not selected for the check box selected, the system will invoke a standard warning message with the text, “A selection is required in the {control label}”

Upon successful completion of the above listed edits, the participant is considered to be adjunctively eligible and no further edits will be Performed. The income screening contact information will be saved (see Saving the Data).

### *D.1.2.4 Edit for Presumptive Eligibility*

If the participant is not found to be [Adjunctively Eligible](#), if the Pending Proof of Income check box is checked the participant is considered to be presumptively eligible and no further edits will be Performed. The income screening contact information will be saved (see *Saving the Data*).

### *D.1.2.5 Edit Income Against Income Guidelines*

If the applicant is not found to be either [Adjunctively Eligible](#) or [Presumptively Eligible](#), the system will validate the reported income and household size against the federal monthly income eligibility guidelines defined in the IncomeEligibilityAmount entity.

If the participant falls within federal monthly income eligibility guidelines, the participant will be considered income eligible and the income screening contact information will be saved (see Saving the Data).

If the participant is not within the federal monthly income eligibility guidelines and the income calculator was called from the Income History tab of the Participant Folder, the system will invoke a standard warning message with the text “The participant will not be income eligible based on the current income information and will be terminated. Is this information correct?” The options of Yes and No will be available.

- Select Yes
  - The participant will be terminated from the current certification Period
  - A termination reason of Over Income will be logged for the participant
  - The system will exit the Income Calculator Dialog.

- Select No - the system will return to the Income Calculator Dialog.

If the participant is not within the federal monthly income eligibility guidelines and the income calculator was called from the Demographics sub-tab of the Demographics Information dialog of the Certification Guided Script, the system will invoke a standard warning message with the text “The participant will not be income eligible based on the current income information and will be found to be ineligible. Is this information correct?” The options of Yes and No will be available.

- Select Yes
  - The applicant will be found to be ineligible with the reason of Over Income
  - The system will proceed to save the values on the Income Calculator Dialog as described below
- Select No - the system will return to the Income Calculator Dialog.

#### *D.1.2.6 Saving the Data*

Upon successful completion of the above-listed edits, the system will save the values on the Income Calculator Dialog to the database as defined in the Data Map. A new Income Screening Contact node and Income Line Item nodes will be added to the Income Screening Contact Display tree view with the values specified on the dialog.

If the CopyIncomeContact business rule is set to Yes and other Household members exists with the associated HouseholdID

- For additional Household members that have an Income Contact Date equal to the current system date, the system will replace the Income Contact information with the selected member’s Income Contact information.
- For additional Household members that do not have an Income Contact for the current system date, the system will create a new record for those Household members with the selected members Income Contact information for the current system date.

If the CopyIncomeContact business rule is set to No, the system will not copy income information to other household members.

The system will proceed as follows:

- If the Income Calculator Dialog was invoked from the Add Income Screening Contact button on the Income History tab of the Participant Folder, the system will return to that tab.
- If the Income Calculator Dialog was invoked from the Income Calculator button on the Demographics tab of the Demographics dialog of the Certification Guided Script, the system will return to that dialog.

#### *D.1.2.7 Applicant Prescreening for Income*

If the Income Calculator dialog is invoked from the Applicant Prescreening dialog, upon successful completion of the above listed edits, no data is saved to the Income entity for the participant.

If the applicant is found to be over income, the system will invoke a standard message with the text “Applicant is over income.”

If the applicant is found to be within the federal monthly income eligibility guidelines, the system will invoke a standard message with the text, “Applicant meets income guidelines.”

Upon dismissal of the message, the system will return the user to the Applicant Prescreening dialog.

#### *D.1.2.8 Copy Income Screening Contact to Current Income Screening Contact*

Upon selection of the Copy Items to Current Income button, if one or more entries exist in the Current Income display grid the system will invoke a standard warning message with the text “Income items currently exist. Do you want to overwrite these items?” The options Yes and No will be available. If Yes is selected, the system will erase any existing entries in the Current Income display grid and create an entry in the grid equal to the value of the income line items for the income screening contact node currently selected on the Income Screening Contact Display tree view. If No is selected, the system will return to the Income Calculator Dialog.

#### *D.1.2.9 Add Income Line Item*

Upon selection of the Add Item button, the system will invoke the [Add Income Line Item dialog](#) in Add mode.

#### *D.1.2.10 Edit Income Line Item*

Upon selection of the Edit Item button, the system will invoke the [Edit Income Line Item dialog](#) in Edit mode.

#### *D.1.2.11 Delete Income Line Item*

Upon selection of the Delete Item button, the system will invoke a standard warning message with the text “Are you sure you want to delete the current income line item?” The options of Yes and No will be available. If Yes is selected, the system will delete the income line item from the Current Income display grid. If No is selected, the system will return to the Income Calculator Dialog.

*D.1.2.12 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule</b>
Food Stamps	Household	FoodStamps	
TANF	Household	TANF	
Medicaid	IncomeContact	Medicaid	X
FDPIR	Household	FDPIR	
Other	IncomeContact	Other	
Pending Proof of Income	IncomeContact	PendingProof	
Presumptive Eligibility Date	IncomeContact	Current system date	If the Pending Proof of Income check box is marked
Household Size	IncomeContact	HouseholdSize	
Total Amount Per Year	IncomeContact	AnnualAmount	

***D.2 Update Income Line Item***

The Update Income Line Item dialog allows the user to add or edit an income line item for the income screening contact selected on the Current Income display grid of the Income Calculator Dialog. The Update Income Line Item dialog is invoked in response to the following user actions:

- Selection of the Add Item button on the [Income Calculator Dialog](#)
- Selection of the Edit Item button on the [Income Calculator Dialog](#)



The screenshot shows a dialog box titled "Edit Income Line Item". It features a "Payment Frequency" section with radio buttons for "Hourly", "Weekly", "Monthly" (which is selected), "Bi-weekly", "Semi-monthly", and "Yearly". Each frequency option has associated input fields for "Amount Per [Frequency]", "Number of [Frequency]", and "Hours Per Week" (only for Hourly). The "Monthly" option is currently selected, with "Number of Months" set to 12 and "Amount Per Month" set to \$320.00. Below this section, there is a "Proof Of Income" dropdown menu set to "Pay Stub", a "Total Amount Per Month" field showing \$320.00, and "OK" and "Cancel" buttons.

Figure 3 - Edit Income Line Item Dialog

If this dialog was called from the Add Item button of the Income Calculator Dialog, it is considered to be in Add mode. If the dialog was called from the Edit Item button of the Income Calculator Dialog, it is considered to be in Edit mode.

### D.2.1 Controls

This section describes the behavior of the controls on the Update Income Line Item dialog.

#### D.2.1.1 Payment Frequency Radio Button Group

This group of controls allows the user to select the frequency of the income received by the participant. The radio button group will be enabled when the Update Income Line Item dialog is active. It will consist of the following radio buttons:

- Hourly
- Weekly
- Monthly
- Bi-weekly
- Semi-monthly
- Yearly

When the dialog is in Add mode, the Monthly radio button will default to be selected. When the dialog is in Edit mode, the radio button corresponding to the payment frequency of the income line item on the Current Income display grid of the Income Calculator Dialog will be selected.

Upon selection of a radio button, controls will be blanked and disabled according to the following table:

<b>Radio Button</b>	<b>Disabled Controls</b>
Hourly	Amount Per Week (Weekly) masked edit box Amount Per Month masked edit box Amount Per Period masked edit box Amount Per Year masked edit box
Weekly	Amount Per Hour masked edit box Hours Per Week masked edit box Amount Per Month masked edit box Amount Per Period masked edit box Amount Per Year masked edit box
Monthly	Amount Per Hour masked edit box Hours Per Week masked edit box Amount Per Week masked edit box Amount Per Period masked edit box Amount Per Year masked edit box

Radio Button	Disabled Controls
Bi-weekly	Amount Per Hour masked edit box Hours Per Week masked edit box Amount Per Week masked edit box Amount Per Month masked edit box Amount Per Year masked edit box
Semi-monthly	Amount Per Hour masked edit box Hours Per Week masked edit box Amount Per Week masked edit box Amount Per Month masked edit box Amount Per Year masked edit box
Yearly	Amount Per Hour masked edit box Hours Per Week masked edit box Amount Per Week masked edit box Amount Per Month masked edit box Amount Per Period masked edit box

***D.2.1.2 Amount Per Hour Masked Edit Box***

The masked edit box will be enabled when the Hourly radio button of the Income Frequency radio button group is selected. The masked edit box will only accept entry of numeric digits. The mask on the box will be “\$##.##”. It will default to blanks.

Upon exit from the Amount Per Hour masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control as well as the Hours Per Week masked edit box and the Weeks Per Year masked edit box.

### *D.2.1.3 Hours Per Week Masked Edit Box*

The masked edit box will be enabled when the Hourly radio button of the Income Frequency radio button group is selected. The masked edit box will only accept entry of numeric digits. The mask on the box will be “##”. It will default to blanks.

Upon exit from the Hours Per Week masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control as well as the Amount Per Hour masked edit box and the Weeks Per Year masked edit box.

### *D.2.1.4 Number of Weeks Masked Edit Box (Hourly)*

If the INCOMEVIEWFREQ business rule is configured to display annual income, the masked edit box will be enabled when the Hourly radio button of the Income Frequency radio button group is selected. In this case, the control will default to a value of 52.

If the INCOMEVIEWFREQ business rule is configured to display monthly income, the masked edit box will be disabled at all times. In this case, the control will default to a value of 4.

The masked edit box will only accept entry of numeric digits. The mask on the box will be “##”.

Upon exit from the Number of Weeks (Hourly) masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control as well as the Amount Per Week masked edit box and the Weeks Per Year masked edit box.

### *D.2.1.5 Number of Weeks Masked Edit Box (Weekly)*

If the INCOMEVIEWFREQ business rule is configured to display annual income, the masked edit box will be enabled when the Weekly radio button of the Income Frequency radio button group is selected. In this case, the control will default to a value of 52.

If the INCOMEVIEWFREQ business rule is configured to display monthly income, the masked edit box will be disabled at all times. In this case, the control will default to a value of 4.

The masked edit box will only accept entry of numeric digits. The mask on the box will be “##”.

Upon exit from the Number of Weeks masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control and the Amount Per Week masked edit box.

### *D.2.1.6 Amount Per Week Masked Edit Box*

The masked edit box will be enabled when the Weekly radio button of the Income Frequency radio button group is selected. The masked edit box will only accept entry of numeric digits. The mask on the box will be “#####.##”. It will default to blanks.

Upon exit from the Amount Per Week masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control and the Number of Weeks masked edit box.

### *D.2.1.7 Number of Months Masked Edit Box*

If the INCOMEVIEWFREQ business rule is configured to display annual income, the masked edit box will be enabled when the Monthly radio button of the Income Frequency radio button group is selected. In this case, the control will default to a value of 12.

If the INCOMEVIEWFREQ business rule is configured to display income at any other frequency, the masked edit box will be disabled at all times. In this case, the control will default to a value of 1.

The masked edit box will only accept entry of numeric digits. The mask on the box will be “###”.

Upon exit from the Number of Months masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control and the Amount Per Month masked edit box.

### *D.2.1.8 Amount Per Month Masked Edit Box*

The masked edit box will be enabled when the Monthly radio button of the Income Frequency radio button group is selected. The masked edit box will only accept entry of numeric digits. The mask on the box will be “#####.##”. It will default to blanks.

Upon exit from the Amount Per Month masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control and the Number of Months masked edit box.

### *D.2.1.9 Number of Periods Masked Edit Box*

If the INCOMEVIEWFREQ business rule is configured to display annual income, the masked edit box will be enabled when the Semi-monthly or the Bi-weekly radio button of the Income Frequency radio button group is selected. In this case, if Bi-weekly is selected, the control will default to a value of 26. If Semi-monthly is selected, the control will default to a value of 24.

If the INCOMEVIEWFREQ business rule is configured to display income at any other frequency, the masked edit box will be disabled at all times. In this case, the control will default to a value of 2.

The masked edit box will only accept entry of numeric digits. The mask on the box will be “##”.

Upon exit from the Number of Periods masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control and the Amount Per Period masked edit box.

#### *D.2.1.10 Amount Per Period Masked Edit Box*

The masked edit box will be enabled when the Bi-weekly or the Semi-monthly radio button of the Income Frequency radio button group is selected. The masked edit box will only accept entry of numeric digits. The mask on the box will be “#####.##”. It will default to blank.

Upon exit from the Amount Per Period masked edit box, the value of the Amount Per Month value label will be updated if legitimate values exist in this control and the Number of Periods masked edit box.

#### *D.2.1.11 Amount Per Year Masked Edit Box*

The masked edit box will be enabled when the Yearly radio button of the Income Frequency radio button group is selected. The masked edit box will only accept entry of numeric digits. The mask on the box will be “#####.##”. It will default to blanks.

Upon exit from the Amount Per Year masked edit box, the value of the Amount Per Month value label will be updated with the value of this control.

#### *D.2.1.12 Amount Per Month Text and Value Label*

The value label will display a value calculated, rounded to the nearest dollar amount, depending on the selection of a radio button in the Income Frequency radio button group and the entry of legitimate values in the appropriate controls. The value will be formatted \$#####.

In the case where the INCOMEVIEWFREQ business rule is configured to display annual income, the following table describes the calculations:

Radio Button	Calculation
Hourly	amount Per hour * hours Per week * number of weeks
Weekly	amount Per week * number of weeks
Monthly	amount Per month * number of months
Bi-weekly	amount bi-weekly * number of Periods
Semi-monthly	amount semi-monthly * number of Periods
Yearly	Amount Per Year

In the case where the INCOMEVIEWFREQ business rule is configured to display monthly income, the following table describes the calculations:

Radio Button	Calculation
Hourly	amount Per hour * hours Per week * 4.33
Weekly	amount Per week * 4.33
Monthly	amount Per month * 1
Bi-weekly	amount bi-weekly * 2.167
Semi-monthly	amount semi-monthly * 2
Yearly	Amount Per Year / 12

The value label will display in the inverse color of the form.

#### *D.2.1.13 Proof of Income Dropdown*

The Dropdown will be enabled when the Update Income Line Item dialog is active. It will be filled from a list of valid types of proof of income from the reference dictionary table of the lookup database. The control will default to blank. Proof of Income is not required if the participant is homeless.

#### *D.2.1.14 OK Button*

The OK button will be enabled when the Update Income Line Item dialog is active. Characteristics for the OK button are defined in *Consistencies*.

### *D.2.1.15 Cancel Button*

The Cancel button control will be enabled when the Update Income Line Item dialog is active. Characteristics for the OK button are defined in *Consistencies*

## D.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Income Line Item dialog.

### *D.2.2.1 Initializing the Interface*

Upon initial presentation of the dialog in Add Mode:

- The title bar text will be set to “Add Income Line Item”
- The Monthly radio button will be initially selected.
- The Monthly –Number of Months entry field will default to 12.
- The Monthly – Amount Per Month will default to \$.00.
- All remaining controls will default to blank.
- All radio buttons will be enabled.
- All remaining Payment Frequency entry fields will be initially blank and disabled.

In Edit Mode:

- The title bar text will be set to “Edit Income Line Item”
- Previously saved values will be displayed as defined in the data map.
- All controls will be enabled to allow editing the Payment Frequency and Proof of Income.

### *D.2.2.2 Edits*

Upon selection of the OK button, the system will check that values have been entered in the controls based on the selection of the Income Frequency radio button group according to the table below:

<b>Radio Button</b>	<b>Required Controls</b>
Hourly	Amount Per Hour masked edit box Hours Per Week masked edit box Number of Weeks (Hourly) masked edit box
Weekly	Number of Weeks masked edit box Amount Per Week masked edit box
Monthly	Number of Months masked edit box Amount Per Month masked edit box
Bi-weekly	Number of Bi-weekly Periods masked edit box Amount Per Bi-weekly Period masked edit box
Semi-monthly	Number of Semi-monthly Periods masked edit box Amount Per Semi-monthly Period masked edit box
Yearly	Amount Per Year masked edit box

If a required value is not entered as defined in the above table, the system will display a standard error message with the text, “An entry is required for the [control label].”

If a value is entered in the Hours Per Week masked edit box, it must be a positive whole number in the range of 1-99 inclusive.

If a value is entered in the Number of Weeks (Hourly) masked edit box, it must be a positive whole number in the range of 1-52 inclusive.

If a value is entered in the Number of Weeks masked edit box, it must be a positive whole number in the range of 1-52 inclusive.

If a value is entered in the Number of Months masked edit box, it must be a positive whole number in the range of 1-12 inclusive.

If a value is entered in the Number of Bi-monthly Periods (Hourly) masked edit box, it must be a positive whole number in the range of 1-26 inclusive.

If a value is entered in the Number of Semi-monthly Periods masked edit box, it must be a positive whole number in the range of 1-24 inclusive.

If a value is entered in the Amount Per Year masked edit box, it must be a positive number in the range of 0-999999.99 inclusive.

If the Proof of Income selected is “Affidavit” (ReferenceDictionary.Category = ‘INCOMPROOF’ and ExternalID = ‘C’), then 0 (zero) is allowed in the following entry fields:

- Amount Per Hour
- Amount Weekly
- Amount Bi-Weekly
- Amount Monthly
- Amount Semi- Monthly

If the Proof of Income selected in “Self Declared” (ReferenceDictionary.Category = ‘INCOMPROOF’ and ExternalID = ‘D’), then 0 (zero) is allowed in the following entry fields:

- Amount Per Hour
- Amount Weekly
- Amount Bi-Weekly
- Amount Monthly
- Amount Semi- Monthly

If the income amount entered is 0 (zero) and the Proof of Income is not Self Declared or Affidavit, and the participant is not Adjunctively or Presumptively eligible, the system will invoke a standard error message with the message text, “You must enter an income amount greater than zero.”

### *D.2.2.3 Saving the Data*

Upon successful completion of the above-listed edits, the system will save the values to the database and return to the Income Calculator Dialog. The Income Screening Contact tree view will be updated to reflect the values on the Update Income Line Item dialog.

### *D.2.2.4 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule</b>
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Payment Frequency	IncomeItem	Frequency	
Hours Per Week	IncomeItem	HoursPerWeek	
Number of Weeks, Number of Months, Number of Periods	IncomeItem	Duration	
Proof of Income	IncomeItem	ProofOfIncome	
Hourly (Calculated Value), Amount Per Week, Amount Per Period, Amount Per Month, Amount Per Year	IncomeItem	Amount	