

#### **10A NCAC 71W .0410 PROSPECTIVE BUDGETING AND QUARTERLY REPORTING**

The public agency shall estimate the amount of monthly income an applicant shall have in the payment month in accordance with this Rule.

- (1) Income shall be budgeted prospectively for determining eligibility for and the amount of Work First payments. To determine the Work First payment, the following processes shall be followed:
  - (a) For income that is paid on less than a monthly basis, the pay received from each period during a month shall be averaged and converted to a monthly amount as follows.  
Averaged pay shall be determined by:
    - (i) multiplying pay received by 2 if pay is received twice per month;
    - (ii) multiplying pay received by 2.15 if pay is received every two weeks;
    - (iii) multiplying pay received by 4.3 if pay is received weekly; or
    - (iv) dividing pay received by 3 if pay is received quarterly.
  - (b) For child support, regular self-employment, or income that is received once per month, the amount received from two previous successive months shall be averaged to arrive at one monthly amount.
  - (c) Annualized self-employment income shall be averaged over the lesser of the following period: the number of months the business has been in operation or 12 months.
- (2) The monthly income calculated in Paragraph (a) of this Rule shall be used to determine the Work First payment.
- (3) Quarterly reporting shall be required for error-prone classes of recipients as defined by the State based on quality control and other management data. The quarterly reporting process shall follow the processing requirements pursuant to 45 CFR 233.37 which is hereby incorporated by reference including subsequent amendments and editions. This document may be accessed at [www.congress.gov](http://www.congress.gov) at no charge.
- (4) Work First recipients shall be required to report all changes in income within 10 calendar days after they become aware a change has occurred.

*History Note: Authority G.S. 143B-153; 45 C.F.R. 233.28; 45 C.F.R. 233.36; 45 C.F.R. 233.37;  
Eff. February 1, 1984;  
Amended Eff. August 1, 1988; February 1, 1986;  
Temporary Amendment Eff. July 1, 1996;  
Amended Eff. April 1, 1997;  
Readopted Eff. October 1, 2021.*