



FAMILY INDEPENDENCE ADMINISTRATION


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POLICY BULLETIN #15-42-ELI

GUIDE TO DETERMINING QUALIFICATION FOR STUDENT EARNED INCOME EXEMPTION (FIA-1137)

Date: April 28, 2015	Subtopic(s): Forms, Income, Students
<p> This procedure can now be accessed on the FIAweb.</p> <p>See also PD #13-27-ELI for the student earned income exemptions for Cash Assistance and PB #11-26-ELI for SNAP income exclusions.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the Guide to Determining Qualification for Student Earned Income Exemption (FIA-1137) has been created.</p> <p>Staff should use the FIA-1137 to help determine if a student's earned income is exempt when determining the household's eligibility and benefit level for Cash Assistance (CA) and SNAP.</p> <p>Job Center staff must use the questions in the Cash Assistance (CA) column of the FIA-1137 to determine if the earned income is exempt for CA and use the Supplemental Nutrition Assistance Program (SNAP) column to determine if the earned income is exempt for SNAP.</p> <p>For CA, the earned income is exempt if the individual is:</p> <ul style="list-style-type: none"> • Under the age of 21; • Residing with a parent or caretaker (relative or non-relative) that exerts parental control over the child; and • Attending school at least part time <p>Attending school is defined as attending elementary or high school, college or university, a course of vocational or technical training designed to prepare a person for gainful employment, or participation in a Job Corps Training Program.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

For SNAP, the earned income is exempt if the individual is:

- Under the age of 18;
- Residing with a parent or caretaker (relative or non-relative) that exerts parental control over the child; and
- Attending elementary school or high school or attending classes to obtain a High School Equivalency (HSE)

CA/SNAP cases

See [PD #11-14-ELI](#) for information on budgeting earned income on Cash Assistance cases.

For CA, a student's earnings and hours of work must be documented even if the earnings will be exempt. The earned income of students in receipt of CA should be entered into NYCWAY via the **FIA3A**. If the income is exempt, use the "Documentation Only" **FIA3A**.

If the earned income of the student is determined to be exempt for both CA and for SNAP (e.g. a 16 year old dependent child residing with his/her parent and attending high school), the JOS/Worker must ensure that the following is entered on the student's Individual Income/Needs screen (**NSBL06**) on the WMS budget:

- Employability status code **01** – "Dependent Student Employed Full-Time or Part-Time" in the **EMP** field;
- The monthly number of hours worked in the **HW** field;
- The appropriate income source code (e.g. **01** wages, **05** child care provider) in the **SRC** field;
- The amount of earned income in the **GROSS** field;
- How often the income is received in the **FREQ** field; and
- **P** (PA only) in the **PROG** field

If the earned income of the student is determined to be exempt for CA but not exempt for SNAP (e.g. an 18 year old dependent child residing with his/her parent and attending high school), the JOS/Worker must ensure that the following is entered on the student's Individual Income/Needs screen (**NSBL06**) on the WMS budget:

- Employability status code **01** – "Dependent Student Employed Full-Time or Part-Time" in the **EMP** field;
- The monthly number of hours worked in the **HW** field;
- The appropriate income source code (e.g. **01** wages, **05** child care provider) in the **SRC** field;
- The amount of earned income in the **GROSS** field;
- How often the income is received in the **FREQ** field; and
- **B** (Both PA and SNAP) in the **PROG** field

NCA SNAP cases

If the earned income is determined to be exempt, it should not be entered in the WMS budget.

Effective Immediately

References:


04-ADM-06
18 NYCRR 352.20(a), 387.11(j)
7 CFR 273.9(c)(7)

Related Items:

- [PD #11-14-ELI](#) Budgeting Earned Income on Cash Assistance Cases
- [PD #13-27-ELI](#) CA, SNAP, and Employment Requirements for Individuals 16 Through 20 Years of Age
- [PB #11-26-ELI](#) Food Stamp Income Exclusions

Attachment:

- FIA-1137** Guide to Determining Qualification for Student Earned Income Exemption

 Please use Print on Demand to obtain copies of forms.

Guide to Determining Qualification for Student Earned Income Exemption

Cash Assistance (CA)	Supplemental Nutrition Assistance Program (SNAP) (for CA SNAP and NCA SNAP)
<p>1) Is the individual under age 21?</p> <p><input type="checkbox"/> No. <input type="checkbox"/> Yes. The earned income is not exempt. Go to question 2.</p> <p>2) Does the individual reside with a parent or caretaker (relative or non-relative) who exerts parental control?</p> <p><input type="checkbox"/> No. <input type="checkbox"/> Yes. The earned income is not exempt. Go to question 3.</p> <p>3) Is the individual enrolled in any of the following at least part-time?</p> <ul style="list-style-type: none"> - Elementary or High School - Vocational or Technical training designed to prepare a person for gainful employment - College or University - Job Corps Training Program <p><input type="checkbox"/> No. <input type="checkbox"/> Yes. The earned income is not exempt. The earned income is exempt.*</p> <p>Note:*Even if the earned income is exempt, it must be entered on the budget.</p>	<p>1) Is the individual under age 18?</p> <p><input type="checkbox"/> No. <input type="checkbox"/> Yes. The earned income is not exempt. Go to question 2.</p> <p>2) Does the individual reside with a parent or with another household member who has parental control over the individual?</p> <p><input type="checkbox"/> No. <input type="checkbox"/> Yes. The earned income is not exempt. Go to question 3.</p> <p>3) Is the individual an elementary or high school student or attending classes to obtain a High School Equivalency (HSE)?</p> <p><input type="checkbox"/> No. <input type="checkbox"/> Yes. The earned income is not exempt. The earned income is exempt.</p>