

ADDING OR UPDATING INCOME



1. From the **Household View** click in the client's ID
2. In the **Client View** page down to the Income/Employer section
3. If there is no income listed, click on the **New Income** button
4. Complete the **Income/Asset** section. (The Employer Information is optional.)
5. Click **Save** button. Repeat if there are multiple income sources.

Client Search View New Edit Residence View New Edit Household View Mail/Ph Update Move Client to HH HH to Residence Merge HH	<h2>Income New</h2>				Active
	Income/Asset (Fields marked with * are required for an income source to be saved.)				
	Source/Employer Name	Type	Start Date (MMDDYYYY)	Amount	
	NEWSPAPER	Wages *	09-23-2009 *	225 *	
	Frequency	End Date (MMDDYYYY)	Asset Value		
	Monthly *		225		
	Verified How	Verified By	Verified Date		
	Wage Printout *	LNS *	09-23-2009 e.g. MMDDYYYY*		
	Comments (MAX 2000 characters)				
	<input type="text"/> 2000 characters left (spaces count)				
Employer Information					

If there is already an income listed and it is the same source that you are currently verifying and the date is recent, then use the current record if it is correct. If not, overwrite the current record with your update information and be sure to include the **new verification date** and your **initials!**

Little Known Fact: Deleting or overwriting an income record does not delete the older information from the database. It just makes it disappear from the Client View.

ADDING A ZERO INCOME VERIFICATION

Same steps as above

Client Search View New Edit Residence View New Edit Household View Mail/Ph Update Move Client to HH HH to Residence Merge HH	<h2>Income New</h2>				Active
	Income/Asset (Fields marked with * are required for an income source to be saved.)				
	Source/Employer Name	Type	Start Date (MMDDYYYY)	Amount	
	ZERO INCOME	Zero Income *	09-23-2009 *	0 *	
	Frequency	End Date (MMDDYYYY)	Asset Value		
	Monthly *		0		
	Verified How	Verified By	Verified Date		
	Zero Income Stmt *	LNS *	09-23-2009 e.g. MMDDYYYY*		
	Comments (MAX 2000 characters)				
	<input type="text"/> 2000 characters left (spaces count)				
Employer Information					