

Acceptable Household Size-Income Statement Approvals using the Household Member Signature Date

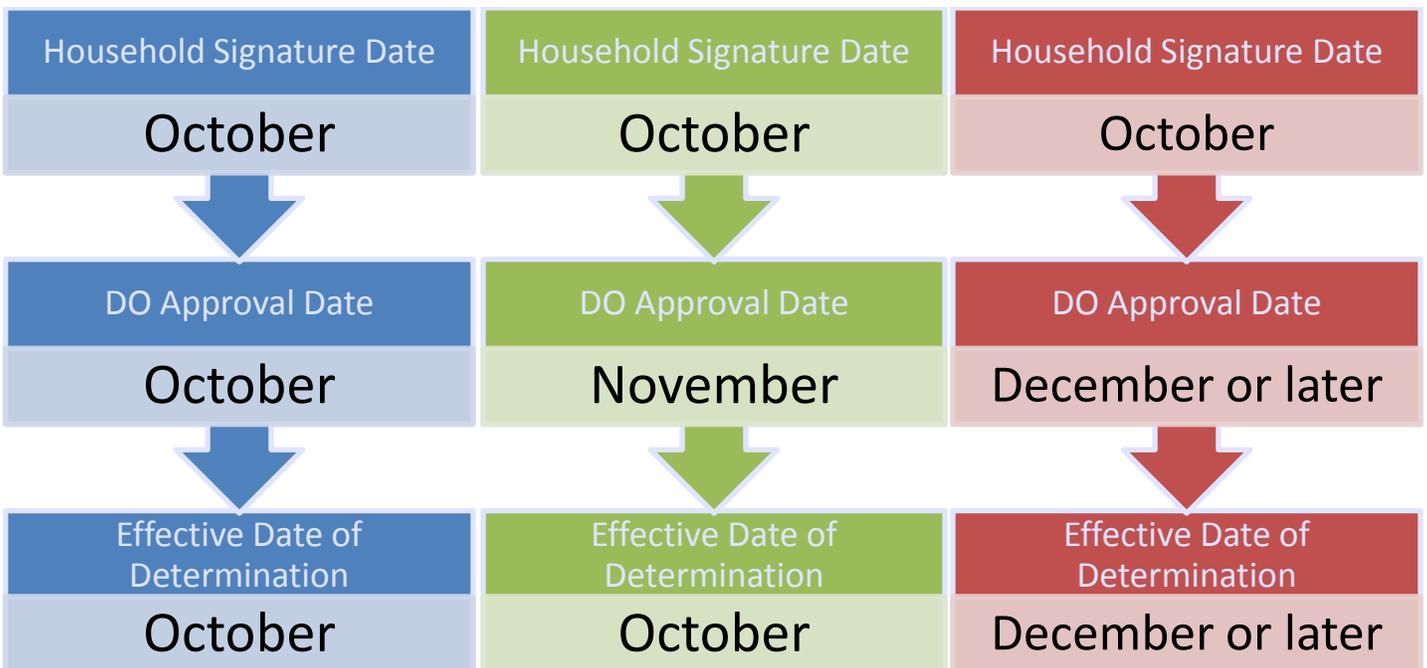
When approving household size-income statements (HSIS), in order to use the Household Member signature date as the effective date, the HSIS **must** be complete at the time of submission. If your agency has chosen this method for determining the HSIS effective date, and the household did not date the form, the form is considered invalid. **Your agency may never date the form for the Household Member.**

This method is only valid when the household signature date is within the month the HSIS is approved by the Determining Official (DO) or the immediately preceding month. If the household signature date is NOT within the month of approval or the prior month, the effective date must be the DO's date.

Dates Involved for Making HSIS Determinations

Signature of Adult Household Member	Signature Date Mo./Day/Yr.	Last 4 digits of SS# (or check "None" if you do not have a SS#) ***.**_ ____ <input type="checkbox"/> None
FOR CENTER USE ONLY – All 3 sections and the Effective Month of Determination must be completed		
Section 1: Basis of Determining Eligibility (A or B)	Section 2: Eligibility Determination	Section 3: Determining Official's Initials & Approval Date
A. Household Size & Income Total Household Size _____ * Total Income \$ _____ / _____ <small>(\$ Amount) (Time Period)</small>	B. Benefits / Foster <input type="checkbox"/> Food/Share WI <input type="checkbox"/> W-2 Cash Benefits <input type="checkbox"/> FDPIR <input type="checkbox"/> Foster Child(ren)	<input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Non-Needy _____ **Effective Month of Determination _____ <small>Month/Year</small>
Household Signature Date	DO's Approval Date	Effective Month of Determination

The 3 different scenarios below illustrate what the effective date should be with variations of the *Household Signature Date* and *DO's Approval Date*.



Effective Date of Incomplete Forms Completed AFTER Initial Submission

What happens if the household member returns the HSIS and it is not complete? First obtain the missing information; the household member may or may not write an updated signature date on the form when adding the missing information. Once the form is returned and complete, determine it. If the updated or unchanged household signature date is not within the month of DO approval or the immediately preceding month, the effective date must be the date of approval. Refer to the 6 different examples below for more information.

