

## **P-2213 INCOME (continued)**

### **P-2213H Student Income (20-08)**

Households that include a student attending higher education may receive financial assistance in the forms of student loans, grants and scholarships. Depending on the source of the funds and specifics around how they may be used, some of the financial assistance may be countable in the household's Reach Up budget.

The Student Self Declaration Financial Aid and Expenses (form [216](#)) asks the student to provide a copy of their bill from the school. The bill should indicate what funds the student will receive after tuition and the source of the funds. If the funds are from an excluded source, we do not count this as income.

#### **Excluded Student Income**

All federal loans and grants are excluded, including title IV.

Loans and grants received through VSAC are also excluded.

#### ***Determining if student income is countable***

Other state, institutional and private loans, grants or scholarships, including money paid through the Carl D Perkins Strengthening Career and Technical Education Act or through college endowments, may be countable as income depending how they are paid.

If these funds were used to cover the costs of tuition or mandatory fees, this income is not counted either.

Find out the source of any funds that were paid directly to the student, as well as when they received it.

Then find out if any of the state, institutional or private funds are not allowed to be used for "maintenance purposes" (meaning they are earmarked for costs associated with going to college—tuition, books, mandatory fees and are not to be used for everyday living expenses). If the funds are earmarked, they are not countable for Reach Up either.

Students can provide this information from the school or other provider of the financial aid. The financial aid provider may also be contacted directly with a signed release.

#### **Work Study Income**

Work study income, which will be listed on the financial aid printout, would not be included in this calculation of student income because it is paid out over time and is not a lump sum. Instead paystubs or a separate statement from the college should be provided.

Additionally, in most cases, work study income is excluded for Reach Up. If the work study program is administered by the college and the student is attending at least half time or more, the work study income is excluded.

Whether or not the work study is excluded for Reach Up, verification of the income should still be requested and then information should be entered into a JINC that is non countable for Reach Up.

## **Determining a monthly student income amount**

Determine what student income is not:

- Excluded;
- Used to pay for tuition or mandatory fees; or
- Earmarked for expenses other than daily living.

Divide the remainder of the income by the number of months the income is supposed to cover. Income only needs to be counted as of the month it is received by the student.

Example: A student received \$20,997 in financial assistance. \$16,932 came from title IV funds, was used to pay for tuition, or was earmarked for book expenses. The money was received by the student in September and was supposed to cover the time period 9/20-12/20, or 4 months.

$\$20,997 - \$16,932 = \$4,065 / 4 = \$1,016.25/\text{month}.$

The \$1,016.25 should be entered on the student income (STIN) panel in ACCESS.

## **BPS Support**

Watch the ACCESS Eligibility Training Video ([STIN\) Entering a Student Income Panel](#)).

**STIN**

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12/21/15 13:33 STUDENT GRANT INCOME QUESTION 27 ( STIN . 01 )
                                     (LAST UPDATED:  / /      :      ; ASPAFH  )

NAME OF PERSON WITH STUDENT INCOME
MARIAN L MONTAGUE

                                     RUFA, ME, TCC          FS/SF          LAST MONTH
                                     STUDENT            STUDENT        DEDUCTION
                                     GRANT AMT         GRANT AMT     ALLOWED
                                     $$$$ ¢¢         $$$$ ¢¢       MO YEAR
                                     08000 00       08000 00    12 2016

USER: 084 FNX: STAT MODE: C RPTGRP: 666 31 1675 PERIOD: 12 15 COMMAND: _____
DO: B IMS: 377 REPORTING ADULT: MARIAN L MONTAGUE 3
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The "Last Month Deduction Allowed" field indicates the last month the income will be counted in the budget.

A STAT edit will be created when the month entered passes: "The Student Grant Income Will No Longer Be Counted. Correct Date Or Delete The Panel."