



Policy Clarification 2017-03-02

Title: Employer Statement of Wages – Version 2

Date: 3/27/2017

From: Allison Miller, Family Medical Policy Manager

Program impacted: All Medical Assistance Programs

This policy clarification applies to any written form of wage verification, other than paystubs, that has been provided by an individual's employer. This is applicable to both an initial statement of wages that is submitted with an application or statements provided after pending for more information.

Ideally, a statement of wages will be on company letterhead, signed, dated, and include detailed information about the individual's earnings. However, these things are not all required in order to be used as verification of income. The statement is required to include sufficient information, that when combined with information already provided by the applicant can be used to determine an individual's income.

The following elements are required:

- Amount of earnings or Hourly wage and number of hours worked
 - It is assumed that the wages are gross unless there is something specific in the file that directly conflicts with this information.
- Frequency: If there are dates of pay or pay periods, then those can be used to represent the frequency.
 - If the frequency is not included on the statement, but has been provided elsewhere, such as on the application, this can be used in combination with the wages reported on the statement.

The following elements are not required:

- Company letterhead
- Signature or Date
- It does not have to specifically indicate that it is 'gross' wages.

Follow-up Question:

Q1. Can we accept copies of personal checks?

A. Yes. Assume that they are gross. However, should check the memo line of the check because sometimes this will indicate deductions. If that is the case, then those deductions will be added to the amount on the check to determine the gross amount.