



WA452 COUNTING NATIVE AMERICAN INCOME

Policy states that Native American Tribal Disbursements (including casino profits), commonly referred to as Per Capita income, is countable income. At this time, KEES is considering the income to be exempt. To appropriately count the income, please follow the steps below.

- STEP 1 Navigate to the Income List page.
- STEP 2 Select the Program Type of 'Medical' and Income Category of 'Miscellaneous'.
- STEP 3 Click the Add button.
- STEP 4 Select the name of the person receiving the income in the Name drop-down.
- STEP 5 Select 'Other-Countable' from the Type drop-down and select the frequency at which it is received from the Frequency drop-down.
- STEP 6 In the Description field, add 'Native American Per Capita Income'.
- STEP 7 Select the appropriate program from the Display Program drop-down and click the Add button.
- STEP 8 Finish creating the income record as you normally would.

Document Change Log

Date	Version	Author	Change Description
6/06/2017	2.7	B. Hughes	Initial Draft completed

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