**Section 112.302 Reporting Requirements for Clients with Earnings**

a) All assistance units that contain a member with budgetable earnings must submit a written redetermination form to the Department every 12 months. In the 5th month between redeterminations, the client will be sent an interim report form. The client is required to complete, sign and return the interim report by the due date on the form. Clients with budgetable earnings must report all changes at redetermination and at the time of the interim report.

b) All units that contain a member with budgetable earnings shall have benefits calculated for 12 months by considering income and attendant circumstances on a prospective basis.

c) Earnings shall be budgeted prospectively based on the redetermination form or interim report. Income averaging will be used to determine the amount of income to budget.

d) Clients who experience an increase in income above the amount anticipated will not be referred for an overpayment based on the increased income.

e) At intake, the actual amount of income received in the Initial Prorated Entitlement (IPE) period will be used to determine the IPE amount. The first regular roll payment amount will be computed using income averaging.

f) When the redetermination or interim report has been completed, the Department will determine if eligibility continues and process any adjustments to the payment. The Department will notify the caretaker relative of any changes in the payment and the reason or reasons for the change.

g) If the Department does not receive the redetermination or interim report form or receives only an incomplete redetermination or interim report form, cash assistance may be terminated. If the form is incomplete, the Department will send the client a notice advising of the incomplete form and that the client has 10 days to complete the form. If the family is found ineligible or eligible for a grant less than that of the prior month, the Department will promptly notify the client of the right to a fair hearing and the right to have assistance reinstated. If a hearing is requested on or before the date of change or within ten calendar days after the date of notice, whichever is later, assistance will be reinstated to the level of the prior month.

1. All reported changes will be acted upon. Changes reported on the interim report will be effective the month following the month the report is due. For changes reported other than at redetermination or on the interim report, if the change results in an increase in benefits, the increase will be effective for the month following the month the change is reported. If the change results in a decrease in benefits, the decrease will be effective the first month that can be affected following the end of the 10-day timely notice period.

(Source: Amended at 39 Ill. Reg. 15563, effective December 1, 2015)