

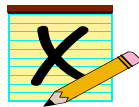

Tips for Submitting a Complete Redetermination

Make sure the Redetermination and Parent Provider Agreement (PPA) form are signed  and dated. PPA needs to have both parent and provider signature to discuss case status and issue copies of notices.

- Complete all pages (1-6) and sections.
- All check boxes need to be completed 
- Sections Not Applicable can be crossed out 
- Work schedule **must be entered** on Section 5. If a parent works a variable schedule, include a hand written explanation of their work schedule for the last (2) weeks

Include **Wage stubs**



EMPLOYEE	EMPLOYER
NAME	NAME
ADDRESS	ADDRESS
CITY	CITY
STATE	STATE
ZIP	ZIP
PHONE	PHONE
DATE	DATE
AMOUNT	AMOUNT
TAXES	TAXES
EMPLOYEE SIGNATURE	EMPLOYER SIGNATURE

Wage stubs must be current and consecutive.

- If the parent is paid weekly submit 2 current and consecutive wage stubs
- If the parent is paid bi-weekly, semi-monthly, monthly, or annually submit one current wage stub
- At least one of the wage stubs must be dated within the last 30 days

Explain discrepancies (1+ hour per day) between wage stubs and listed work schedule.

Example: The work schedule listed shows 40 hours, but the wage stubs only average 25 hours. Explain the difference between the work schedule and the average of the hours.

New Employment—can be verified with a letter from the new employer. See the attached Employer Letter Tip Sheet

Self Employed Parents must submit their most recent a signed and dated IRS form 1040 and Schedule C. Depending on the type of business, additional forms may be requested.

Cash employment if the parent is paid in cash they need a letter from the employer that includes the following information:

- employer's name
- employer's address
- employer's phone number
- parent's work schedule
- parent's income

Rental income is income that the parent **receives** for rental properties that they own. It is not the rent that the parent pays.

Household members must be listed in Tables b and c. All adults in the household need to be listed on the form.