

**INSTRUCTIONS FOR THE COMPLETION  
OF THE FINANCIAL WORKSHEET AND  
ASSESSED CO-PAYMENT FORM**

**Worksheet Page 1:**

- 1. Enter the client name and the spouse name, if applicable. Income and asset information (if applicable) will be collected on individuals or individual and married, live-in spouse only.**
- 2. Income Information: Gross Income is used. Enter into the spaces provided all client gross income and spouse, if applicable. Use even dollar amounts (50 cents or less is 0; 51 cents or more is \$1.00).**
  - a. Social Security (SSA): Include the gross amount of social security check after any deductions. If a Medicare premium was deducted, add it back in. The Medicare premium for 2004 is \$66.60.**
  - b. Supplemental Security Income (SSI): Include the amount of monthly SSI check.**
  - c. Veteran's Administration (VA): Include the gross amount received on a monthly basis.**
  - d. Disability Payments including Workman Compensation, not to include SSA or VA: Include the gross amount of any payments received on a monthly basis. If disability payments come once per quarter, or annually, divide the amount into the appropriate number to obtain a monthly income amount.**
  - e. Retirement Pensions (Railroad, Union, Government, Private): Include the amount of any Retirement check received on a monthly basis. The amount of the check is likely to be a net amount after deductions were taken. If the client has a check stub or knows the gross amount, enter the gross amount. If the pension checks come once per quarter, or annually, divide the amount into the appropriate number to obtain a monthly income amount.**
  - f. Interest, Dividend (IRAs, CDS or Bank Accounts) or Annuity Income including Civil Service: Include any income received on a monthly basis from any of the above investment and/or savings accounts. If payments are received once per quarter or annually, divide the amount into the appropriate number to obtain a monthly income amount.**

- g. Rental Property Income:** Include any income from rental property. This must be at fair market value.
  - h. Estate/Trust Fund Income:** Include any income received on a monthly basis from either of the above accounts. If payments are received once per quarter or annually, divide the amount into the appropriate number to obtain a monthly income amount.
  - j. Regular Contributions from another person:** Include any income received on a regular basis (monthly, quarterly, annually). Do not include any gift income, regardless of frequency or amount. Gift income is defined as any income from any person, family, or friend not legally obligated or established on an occasional basis. Payment of bills (e.g., phone, electric, gas) by the client's children or other individuals is not considered a regular contribution.
  - k. Temporary Assistance for Needy Families (formerly known as AFDC).**
  - l. Other Income:** Include other regularly received income not included in any of the above categories. For example, if the spouse is employed, enter the gross monthly amount earned as "other income."
- 3. Total Gross Monthly Income:** Total each entry to arrive at the figure.
- 4. Refer to the co-pay amount chart; find the client=s or client and spouse=s income range.**
- 5. Enter the co-payment amount from the chart to be assessed each month for services received on line 3.**
- 6. Review of self-declared assets:** For CCE/ADI Co-payment for Service, the case manager needs to complete the Information on Value of Assets section on page 2 only if the client has income under \$564 a month (\$846 for a couple) or, if the client(s) meets Medicaid Waiver functional criteria and has an income less than \$1,692 per month for an individual or \$3,384 per month for a couple and could be served through the Medicaid Waiver Program.

**Worksheet Page 2:**

- 1. Information to use in the review of Value of Assets:**
  - a) The declared value of the client's additional car(s) only if the car is under 7 years old or over 25 years old. One car is excluded no matter the age or type. Couples who are both receiving services may own two cars.**

**b) If the total face value of life insurance policies exceeds \$2,500.00, then the cash value of the policies is counted as an asset. These policies may be designated as burial funds.**

**c and d) The balance of the client's bank (checking and savings) account(s) on the day of the application. If a potential client jointly holds an account with another person (—"and"—) then the funds and any interest received are equally divided. If the potential client has unrestricted access to the funds (—"or"—) then the whole balance and all interest received is considered the individual's.**