

**CHAMP CHILD****H-340****H-341 ELIGIBILITY DETERMINATION PROCESS**

Determine eligibility by applying the following criteria as outlined. The elements have been listed in the most logical order, but work on all steps simultaneously.

**H-341.1 Determine Assistance/Benefit Unit**

The assistance/benefit unit consists of the child(ren) **\*\* under age 19**, for whom CHAMP assistance is requested.

**H-341.2 Establish Categorical Requirement**

**\*\* Each child *must be under age 19.***

**H-341.3 Establish Non-Financial Eligibility**

Verify eligibility for each member of the assistance/benefit unit with regard to the following factors:

- Assignment of Third Party Rights I-200
- Citizenship/Alien Status I-300
- Enumeration I-600
- Residence I-1900

Evaluate the need for Support Enforcement Services (SES) referral. Refer to I-2000.

**H-341.4 Establish Need****A. Determine Composition of the Income Unit**

The CHAMP Child income unit includes the following persons who live in the home:

- child or children born \*\* ***under age 19***, for whom assistance is requested,
- siblings not excluded, and
- parents (legal or natural).

**Note:**

Relationship is not an eligibility factor. The child can be eligible for CHAMP even if living with unrelated persons. Verification of relationship of the CHAMP applicant to non-applicant siblings is required to allow the siblings to be included in the income unit.

Military parents who do not live in the home are not included. Count only direct contributions or allotments.

Unrelated persons, relatives other than the parents, or custody agencies who apply for a child are not included.

Include sanctioned individuals in the income unit and their needs in the income standard.

Refer to H-100.3, Assistance/Benefit Unit - Optional Exclusions, for persons living in the home who may be optionally excluded.

**H-341.4 Continued****B. Determine Need/Countable Income**

- Step 1. Determine the income unit.
- Step 2. Determine total gross earnings for each member of the income unit.
- Step 3. Subtract the following deductions/exemptions from each member's gross earnings (Refer to I-1525, Treatment of Income):
- standard deduction, and
  - dependent care cost for a child or incapacitated adult living in the home if this care is needed ***for a member of the income unit*** to accept or continue employment. It is not necessary for the child or incapacitated adult to be a member of the assistance unit but they must be a member of the income unit.
- Step 4. Total the countable earned income.
- Step 5. Determine total countable unearned income for each member of the income unit.
- Step 6. Add countable earned and unearned income of all members of the income unit to determine total income.
- Step 7. Compare the total countable income to the appropriate income standard for the income unit size. Refer to Z-0000, Charts.

**Note:**

Do not include unborns in the income standard.

**H-341.5 Eligibility Decision**

Evaluate all eligibility requirements and verifications received to make the eligibility decision to either reject/close, certify, or extend eligibility. A CHAMP Child must meet all eligibility requirements in each month of coverage.

**H-341.6 Certification Period**

The certification period shall not exceed twelve months, excluding any retroactive coverage. The certification period shall begin with the month of application.

Retroactive medical eligibility shall be explored for the three months prior to the month of application. Refer to H-1800, Retroactive Medical Eligibility.

**H-341.7 Notice of Decision**

Send the notice of decision to the applicant/recipient.

**Reminder:**

BHSF Flyer WIC shall be provided to recipients who did not receive WIC information at application. \*\*