

MAGI - Changed Income (CoC)

Last Updated: 12/21/2021

Overview

This job aid describes how to change existing evidence or add new evidence in response to changes in income.

Step-by-Step Instructions

1. Navigate to the client's Insurance Affordability Integrated Case (IAIC). Click the **Evidence** tab.
2. In the Income section of the Evidence Dashboard enter and/or edit Income evidence, refer to the *Income and Deduction Evidence Wizards* job aid:
 - If Income has been terminated, edit the evidence by end dating it.
 - If Income has been added, add new Income using the Income Calculation wizard.
 - If Income from the same employer has changed, enter the Effective Date of Change, and complete the Edit Income wizard.

Notes:

- When editing Income evidence, records should not overlap (e.g., end date should be one day before start date).
 - Do not delete Income evidence unless the record was created in error.
3. Add or edit any evidence that is associated with the changes in Income. An example is to add an employer for new income due to new employment.
 4. Add verifications.

Note: Validate changes is a useful step in most applications because it allows the user to test evidence and identify any problems without applying changes. Since Apply Changes triggers reassessment, it is not advised to repeat Apply Changes and generate multiple reassessments.

5. Check Eligibility.

Notes:



- To check eligibility on an Insurance Affordability Integrated Case (IAIC), please refer to the *MAGI Check Eligibility on an Insurance Affordability Integrated Case* How-to Guide.
 - Caseworkers can check eligibility on the IAIC case prior to applying changes to evidence to ensure the changes made to the evidence will generate the correct Changed Decision.
6. Apply new or changed evidence (select the **Evidence** tab, click the **Page Actions Menu** then select **Apply Changes**).
 7. Navigate to the Eligibility tab on the Insurance Affordability Integrated Case then select the **Changed Decisions** folder to manage On Hold decisions.
 8. If On Hold Decision is appropriate, select **Accept with Timely** or **Accept with Adequate**.

Note: Make sure the On Hold decision is correct; if not, do not release it.