

Department of Social and Health Services
Olympia, Washington
EAZ Manual

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Category Student Status
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Summary

Updated clarifying information and worker responsibilities for WAC 388-482-0005 in regards to work study student status.
See below for edited text:



Student Status

Revised ~~September 17, 2014~~July 29, 2019

Purpose:

This section explains who is considered a student for the Washington Basic Food Program, which students are eligible for Basic Food, and when a client's student status begins and ends.

WAC 388-482-0005 How does being a student of higher education ~~impact~~affect my eligibility for the Washington Basic Food Program?

- [Clarifying Information and Worker Responsibilities](#)

9. Work Study:

For work study to make someone an eligible student, the student must be both:

~~The student is eligible starting the month in which the school term has begun and they expect to start their work study assignment.~~

- Approved for work study as part of a financial aid package for the school term; and
- Anticipate actually participating in a working study job during that time.

If a work study job is not available or has not begun, the student is still eligible for the exemption until they notify us they refused a work study job. See Worker Responsibilities below for recommended documentation of “anticipating work study.”

Worker Responsibilities - WAC 388-482-0005

3.Determining Student Income

Student income must be evaluated and verified for all students, even if the student does not have to meet student eligibility criteria.

EXAMPLE:

Mark is a student at Western Washington University, attending half-time. He is 53 years old and does not have to meet student eligibility requirements. You must determine if he receives any countable or exempt student income.

- **Unearned:**

Payments for the educational assistance of an AU member enrolled at a recognized institution of post-secondary education, school for the handicapped, vocational program or a program that provides for completion of a secondary school diploma or GED.

- **Earned:**

Work study program wages are earnings from a program operated by a ~~secondary or~~ post-secondary school in which the student works and earns money during the year. Federally funded work study is non-countable income, whereas state-funded work study is countable income.

- **Income-in-kind:**

Income-in-kind is not considered payment for work and cannot be used to establish hours of work week.

~~o **Work Study:**~~

~~For work study to make someone an eligible student, the student must be both:~~

- ~~• Approved for work study for the school term; and~~
- ~~• Anticipate actually working during that time.~~

~~The student is eligible starting the month in which the school term has begun and they expect to start their work study assignment.~~

o **Educational income:**

All educational income excluded under [WAC 388-450-0035](#) is excluded and not counted in the eligibility or benefit determination. **This includes, but is not limited to:**

- Basic Educational Opportunity Grant (BEOG)
- Pell Grant
- Federal Supplement Education Opportunity Grant (FSEOG)
- State Student Incentive Grant (SSIG)
- Federal Direct Student Loan Program (FDSLPL)
- Guaranteed Student Loans (GSL)
- Federal Family Education Loan Program (FFELP), includes Federal Direct Stafford Loan, Unsubsidized Stafford Loan, Consolidated Loan, PLUS Program
- Federal Airlines Loan Program
- Bureau of Indian Affairs Adult Education, Higher Education, GED, Job Training and Technical School Programs
- Federal Work Study Programs
- TRIO Grants such as Upward Bound, Robert E. McNair Post-Baccalaureate Achievement, Student Support Services
- Robert C. Byrd Honors Scholarship
- College Assistance Migrant Program (CAMP)
- High School Equivalency Program (HEP)
- National Early Intervention Scholarship and Partnership Program
- HOPE Scholarship
- Educational assistance received through the Montgomery GI Bill

NOTE:

Some of the educational assistance sources named above (except funding from Title IV –HEA and BIA education assistance) will have funds not used for attendance costs that must be counted as unearned income. Make sure you refer back to [WAC 388-450-0035](#) for specific rules about when you can exclude the entire educational assistance amount.

- **Veteran's Administration Educational Assistance (including Montgomery GI Bill):**

Subtract all attendance costs allowed in sub-sections (2) (a) and (b) of [WAC 388-450-0035](#) from the student's educational assistance. Budget the amount left as unearned income to the AU. Average this income over the period of time the VA states the assistance covers.

NOTE:

Exclusions apply only to monies from an educational source and not to educational payments made from income available to the AU such as earnings, contributions from parents, TANF, etc. All educational assistance income must be verified.

See [WAC 388-450-0035](#) to determine how a client's educational income may impact their benefits.

- **Resources:**

Educational income is not counted as a resource during the period of time the income is expected to cover (usually the school term).

EXAMPLE

Jake received a GSL of \$5,000 for the school term of September 1 through May 24. He put the money into a savings account to use as needed during the school months. The \$5,000 is excluded as a resource until it is no longer considered income (May 25).

- **Case Documentation:**

Document in a case record how you determined that a student was eligible for Basic Food along with how you verified that the student is eligible for benefits. The verification may be obtained from the student, source, or school. Examples of verification are:

- **Responsibility for child:** Student's statement he/she is responsible for the child if there is an age appropriate child in the household. His/her explanation about

the availability of adequate child care should be written and is acceptable, unless questionable. If questionable, further clarification is needed. For example, if the non-student parent in a two parent household is not employed, but the student claims to provide more than half the care for a child in the home, further inquiry and documentation is warranted to explain why the non-student parent does not provide the majority of care.

- **Physical or mental impairment:** If the disability is evident to the worker, no further verification is required. If not, verification may consist of temporary or permanent disability payments (paid because the individual is unable to work) from governmental or private sources (SSA, SSI, etc.), or a statement from the individual's physician or licensed or certified psychologist that the individual is unable to work.
- **School status:** Statement from the student that he/she is enrolled at least half time is acceptable unless questionable. If questionable, verification is required (examples; awards letter, statement from school regarding number of credit hours student is attending and how many credit hours are needed for at least half-time, etc.). Some schools may indicate the student is attending "part time." This must be clarified, as this does not mean "less than half time."
- **Anticipating Work Study:** A student's statement that they can reasonably expect or foresee being assigned a work study job is acceptable. The client still needs to provide proof they are approved work study as defined by the institution of higher education.
- **Income eligibility:** Work Study, TRA/TAA, and WIA may be verified by the student (awards letters, copies of checks, etc.), school (financial aid officer), or source (Job Services). TANF may be verified via ACES.
- **On-the-job Training:** Documentation from the employer that the individual is attending school as part of the employee's training.
- **BFET enrollment:** Basic Food applicants accepted for enrollment in an institution of higher education through the Basic Food Employment and Training program will provide a letter from the school (**BFET partner college**) indicating the student is enrolled in an approved program of study and will be accepted into the BFET program contingent upon DSHS approval of Basic Food benefits. See [WAC 388-444-0015](#) for more information about BFET.