

## Income Updates – Quick Reference

### **Key Steps for Updating Income**

1. **Back Date:** Make sure your Interim is Back Dated to the correct date of the change.
2. **End Date for Old Income:**
  - If a client goes from **\$0 → income**, enter an **End Date** for the zero income (the income source that is changing) in **HUD Verification**.
  - If a client goes from **one income source → another**, enter an **End Date** for the old income source in **HUD Verification**.
  - If a client goes from **one amount of income → another**, enter an **End Date** for the old income amount in **HUD Verification**.
3. **Record New Income:**
  - After ending the old record, record the new income.
4. **Do NOT:**
  - Overwrite existing data
  - Just click Add without updating the timeline

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### **Common Mistakes**

- Skipping the **End Date** for zero/no income.
- Saving over a previous Interim Update or Entry.
- Not Back Dating before entering the change.

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### **Quick Fixes**

- Always check **Back Date** in the top right corner.
- Use **HUD Verification** to end old income before entering new.
- Record each income change as a **separate Interim update** to keep the client's timeline accurate.