

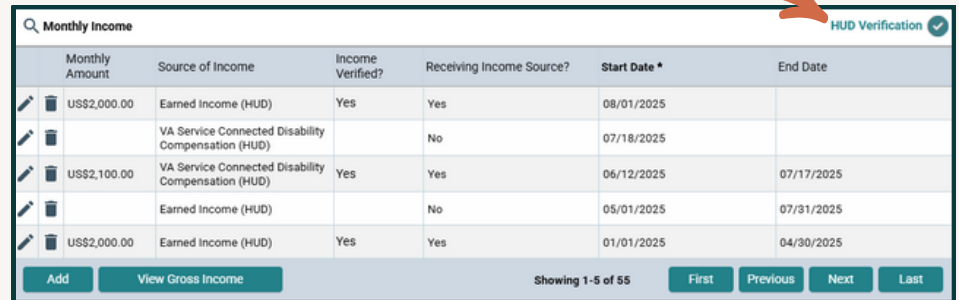
Pinellas HMIS

Updating Income

Income information should be added when a client enters a CoC funded project and updated at least once per year after that. Non-CoC funded programs may have different requirements regarding frequency of updates. Remember to make updates from the relevant project entry, not the client profile. Once you've saved your changes, verify that the income information on the client profile was automatically updated to match.

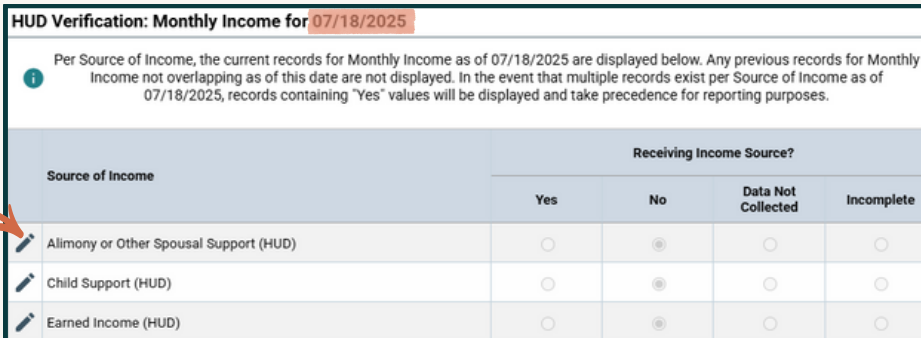
1 View All Income

Clients often have multiple income entries. The easiest way to see them all in one place is to click on the HUD Verification icon in the top right corner.



Monthly Amount	Source of Income	Income Verified?	Receiving Income Source?	Start Date *	End Date
US\$2,000.00	Earned Income (HUD)	Yes	Yes	08/01/2025	
	VA Service Connected Disability Compensation (HUD)		No	07/18/2025	
US\$2,100.00	VA Service Connected Disability Compensation (HUD)	Yes	Yes	06/12/2025	07/17/2025
	Earned Income (HUD)		No	05/01/2025	07/31/2025
US\$2,000.00	Earned Income (HUD)	Yes	Yes	01/01/2025	04/30/2025

2 End Outdated Income



HUD Verification: Monthly Income for 07/18/2025

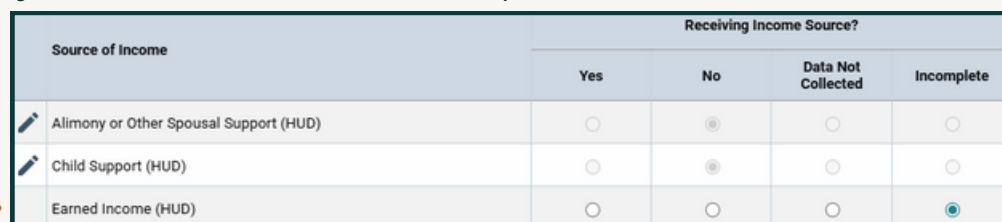
Per Source of Income, the current records for Monthly Income as of 07/18/2025 are displayed below. Any previous records for Monthly Income not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Income as of 07/18/2025, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
Allimony or Other Spousal Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earned Income (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If a client stops receiving income from a source, click the pencil icon and add an end date that is one day before the HUD Verification tab date. If the income amount has changed, also end date the existing record using the same method.

3 Update Receiving Income Source Question

Once a source of income has been end dated, the pencil icon will disappear from the HUD Verification tab shown in Step 2, and you will be able to change the selection for the "Receiving Income Source?" question. If the client is no longer receiving income from this source, select No. If they are still receiving the income, click Yes, and another box will pop up. Never leave any source of income with "Incomplete" or "Data Not Collected" selected.



Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
Allimony or Other Spousal Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earned Income (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

4 Add New or Updated Income

Add information about the new or modified income in the box that popped up in Step 3. Make sure the amount and sources of all income match the information provided by the client. An answer is required for all of the fields with a star.

The screenshot shows the 'Monthly Income' form with several fields marked with red stars to indicate they are required. The fields are: Monthly Amount, Source of Income, Income Verified?, Annual Income, Start Date, and End Date. The form also includes a 'Save' button and a 'Cancel' button.

5 Save & Summarize

Make sure to click Save on each income entry as well as on the HUD Verification. Once you've made the necessary edits, Save & Exit the HUD Verification screen, and ensure the Total Income and Source questions are answered correctly.

The screenshot shows the HUD Verification summary screen. It includes a dropdown menu for 'Income from Any Source' set to 'Yes (HUD)' and a box for 'Total Monthly Income' showing '0'.

? Still Need Help?

Visit the Pinellas HMIS Help Desk for more resources or submit a Help Desk ticket [here](#).

Helpful Reminders

- Remember to update income within the applicable project's entry/exit rather than within the client profile. Never update information through the Summary tab - it is for viewing only!
- Never use the add button (shown below with an X) to create a new income record. Creating multiple records for a source of income leads to report errors.

The screenshot shows a table of 'Monthly Income' records. The table has columns for Monthly Amount, Source of Income, Income Verified?, Receiving Income Source?, Start Date, and End Date. The 'Add' button is crossed out with a red X.

Monthly Amount	Source of Income	Income Verified?	Receiving Income Source?	Start Date *	End Date
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	VA Service Connected Disability Compensation (HUD)		No	07/18/2025	
US\$2,100.00	VA Service Connected Disability Compensation (HUD)	Yes	Yes	06/12/2025	07/17/2025
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US\$2,000.00	Earned Income (HUD)	Yes	Yes	01/01/2025	04/30/2025

- Remember to update the income for all members of the household. All household members age 18 or older should have their own income section completed.
- Any income associated with a minor that is used for household expenses (like SSI/SSDI) should be included in the head of household's income.
- Review your program's expectations regarding the frequency at which income should be updated.