# ADDING A CASE WITH MULTIPLE INCOMES

## CHECKLIST/OVERVIEW

<table>
<thead>
<tr>
<th>Task</th>
<th>Details/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter identifying info</td>
<td>For details on how to do this, see Module 2 Guided Note Sheet.</td>
</tr>
<tr>
<td>Identify number of people working in household</td>
<td>Always check the back of the page, do not rely on number listed on first page!</td>
</tr>
<tr>
<td>Add income sources</td>
<td>Each income source needs to be entered separately</td>
</tr>
<tr>
<td>Proceed as normal</td>
<td>For details on how to do this, see Module 2 Guided Note Sheet.</td>
</tr>
</tbody>
</table>

## STEP-BY-STEP

1. **Enter identifying info**
   - Enter identifying info in the Oasis pop-up box for “Adding a Case” as normal, use the Module 2 Guided Note Sheet as a resource for how to do this!
   - Click on the “Income & Expenses” tab at top left corner of the pop-up box, or click the right arrow at bottom right of pop-up box to advance tabs

2. **Identify number of people working in household**
   - Locate “How many people in the household are working?” on the paper intake form.
   - Clients often confuse this question—they will write in the number of total people in their household or ignore it all together.
   - ALWAYS check the back of the page—where the client should list all relationships in their household and each individual’s source of income.
   - Note the different sources and amounts of income.

3. **Add first income source**
   - In the “Income & Expenses” tab on Oasis locate the drop-down box under income sources
   - Select the correct name of the income source (i.e. Wages, Retirement Social Security, Family Support) & enter in amount earned
   - Be sure to select the correct interval for income, normally the amount listed is earned monthly, but you may have to use the drop-down box to select a different income interval (i.e. weekly or yearly)

4. **Add additional income sources**
   - To add the next income source, identify the icon of a green plus sign and blue lettering stating “Add Income Source”
   - Click the icon and fill the fields listed same as you did in step 3
   - Repeat this step for any additional incomes

5. **Make Government Benefit selections, then proceed as normal**
   - Locate the next field under the “Income & Expenses” tab, “Government Benefits”
   - If the client has circled “Yes” for receiving SNAP Benefits, tick the box for “Receives Food Stamps” under the Government Benefits field on Oasis
   - Tick boxes for any government benefits listed under sources of income, even if you already made note of it in the previous field
   * For example, if one of the wages listed was “Disability: 200: monthly” you would need to tick the box under “Government Benefits” on Oasis indicating that the client “Receives Disability”.

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**NORTHWEST ARKANSAS FOOD BANK**

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