



## Los Angeles County – Department of Health Services

### Managed Care Services – My Health LA Program

#### Eligibility & Review Unit – In-Kind Income Affidavit Processing Guide

##### Purpose:

- In-Kind Income Affidavit is used as a means of providing verification for applicants receiving free items of need such as housing, utilities, and food from other than a responsible relative. In-Kind Income may be either earned or unearned.

**Note:** A spouse cannot provide In-Kind Income to his/her spouse.

##### In-Kind Income Processing Steps

- An In-Kind Income Affidavit should be complete for applicants receiving free housing, utilities, and food from someone other than a responsible relative.
- The In-Kind Income Affidavit must be thoroughly completed, signed by the applicant and the original sent to the person identified as providing the applicant with free housing, utilities, and food.
- The original Affidavit can be mailed to the provider or given to the applicant to have the provider complete and return.
- A ten day control should be set for the return of the signed Affidavit. If the Affidavit is not returned by the provider use the In-Kind chart amounts.
  - If the Affidavit is not returned after ten days, you can process the MHLA application using the copy of the In-Kind Income Affidavit on file. A dollar value should be assigned to each free item received (Refer to Value Chart Attachment # 3)
  - Applications processed using In-Kind Affidavit without the provider's signature can be used as verification of income only. MHLA applications processed with both the applicant and provider's signature can be used as verification of LA County residency and income.