



Policy No. 800	Subject: Financial Inventory (R-406)
Section: Forms and Case Filing	Revised: 9/2018
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. PURPOSE

The Financial Inventory (R-406) is used as a tool to gather pertinent job candidate financial data and to determine an expected level of job candidate financial participation for non-fee schedule services, based on economic need. The R-406 includes information as to the annualized income data, as well as other financial or in-kind resources, which the job candidate may apply toward the cost(s) of services. The R-406 participation rate is calculated using 175% of the Federal poverty guidelines.

2. AGENCY EXPECTATIONS

- a. The R-406 should be completed annually. Best practice is to complete the form prior to, or at the time of, plan development. It should be reviewed, at minimum, at the annual review occurring with the job candidate. This assures that whenever possible, the job candidate participation rate can be entered onto the IPE-2.
- b. If the job candidate and/or parent/guardian refuse to complete the R-406, the job candidate participation rate is listed as 100% on the IPE-2 and the job candidate is notified that they are responsible for 100% of any purchases until the R-406 is completed.
- c. For individuals in secondary or post-secondary education, the completion of the R-406 is not required until a non-fee schedule service is needed, or until the individual graduates. The job candidate participation rate is listed as 100% on the IPE-2 until it is completed. A case note should indicate that the R-406 will be completed at the time of a necessary purchase.



- d. The participation rate for SSDI/SSI recipients is 0%. SSDI/SSI recipients do not need to complete the R-406 and instead the 0% participation rate can be documented on the IPE-2.
- e. The income data is intended to reflect the projected income of the family. It is important to include gross wages as opposed to “take-home pay”. In the case of farm or business income, the figure is intended to reflect net income which may be estimated based upon the previous year’s record of income.
- f. Family income is defined as those who are financially responsible for the support of the job candidate. This may involve individuals who live in the same household or in separate households. Partners and spouses are included within this definition as well.
- g. Frequently the income data will be provided on the basis of dollars per month or year. When monthly amounts are provided, the information is multiplied by the appropriate figure to show it as an annual projected income. It is important to be as accurate as possible in assessing the current income of the job candidate and to annualize that income for the ensuing twelve-month period. If a job candidate has obtained a new job after having less income, the new income may be considered for an exception since the job candidate may not be able to afford the “back to work” expenses.

3. EXCEPTIONS

- a. Excluding the job candidate’s contribution.
- b. Not projecting income based on wages.
- c. Paying more than what the R-406 demonstrates as a need and not requiring the job candidate’s participation at the documented rate.

4. APPLICABLE FORMS

- a. [Financial Inventory \(R-406\)](#)
- b. [Request for Exception to Policy](#)