**Section 113.117 Budgeting Earned Income For Non-contractual School Employees**

a) Non-contractual School employees are:

1) teachers aides;

2) school secretaries and other clerical workers;

3) school cafeteria workers;

4) school custodians; and

5) other school employees who either have no contract and are laid off during the summer or have a contract or letter of agreement which does not state it is an annual contract or agreement and does not require the employee to work during the summer.

b) The income expected to be received during the first thirty days shall be used to determine eligibility and the amount of the assistance grant.

c) A determination of eligibility shall be conducted at the beginning of the academic year if the employee received a raise. For the determination of eligibility, income expected to be received during the first payment month for which a grant change could be effected shall be considered. The income is not averaged.

d) Determination of eligibility and the amount of the assistance grant shall be based on the income which the client expects to receive during the payment month.

(Source: Amended at 26 Ill. Reg. 179, effective January 1, 2002)