

It is possible to edit the effective dates of a household income form at any time, except **you cannot change the status for a month for which a claim is already processed.**

To edit an existing income form:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the primary guardian to bring up the Household Info page. (Alternatively, click on the participant’s name and then click on “Household” on the bread crumbs menu in the upper-left corner.)
- Click on the hyperlink for the income form.
- Change the fields.
- Click “Save”. You will get an error message if you are attempting to change the income status for a month in which a claim has already been processed.