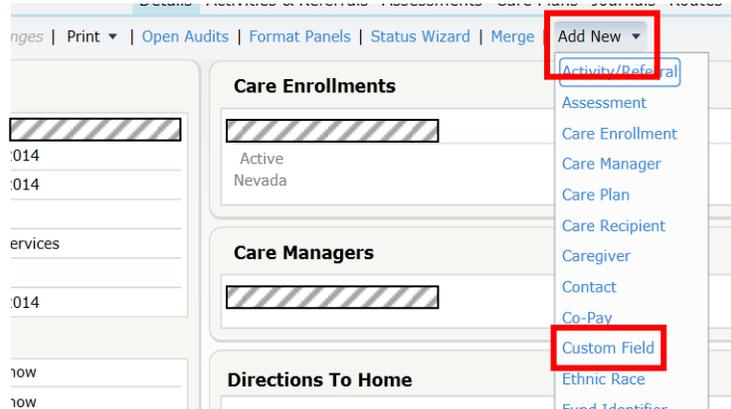


# Entering a Custom Field in SAMS

## Income Below 300% of SSI Y/N

Open the client's file. Find the Add New drop down menu and choose Custom Field.



Once you are in the Add New Custom Field area, choose "Income < 300% SSI" from the Custom Field drop down menu. Choose "Yes" if the client's income is below 300% SSI; choose "No" if it is above 300% or "Don't Know" if the client did not provide the information. Click OK.



Verify the field has been entered on the Summary screen. Save or Save and Close the client's file.

