



INCOME CALCULATION WORKSHEET & CAREER ADVISOR ACKNOWLEDGMENT

OFFICE USE ONLY (Must be Completed, Signed and Dated by Career Advisor)

- A. **DO NOT** complete the "Income Calculation Worksheet" if the Applicant receives Food Stamp, TANF, SSI, Foster Care benefits **OR** lives in a High Poverty Area **OR** receives free or reduced lunch.
DOCUMENTATION MUST BE PROVIDED
- B. If the Applicant has a disability, proof of income for the family **MUST** be submitted. If the family is determined to be over income, then proof of income for the Applicant **MUST** be submitted. If the Applicant has no income, the parent's income will be used to demonstrate how the Applicant is surviving.
- C. If the Applicant is not "independent" and the "Attestation Certification" is used, **MUST** acquire the income information for the household member(s).
- Income related information is for documentation purposes **ONLY** to demonstrate how the Applicant is surviving. The household income information will not be used in the calculation to determine income eligibility.
 - **ONLY** "Family" income is used in the calculation to determine income eligibility, **"HOUSEHOLD" INCOME IS EXCLUDED FROM THE CALCULATION.** However, household income may be used to demonstrate how the Applicant is surviving.

FAMILY COMPOSITION: List the Applicant's or "Family" member's name(s) in the household that is used in the income calculation. This information is derived from page 3 of the application.

#	Name	Relationship	SSN	Income Source	Annual Income
1					
2					
3					
4					
5					
Total Annualized Income					
Total Number of Family Members Used in Calculation _____					

Explain Applicant's living circumstances if there are extraordinary conditions or exceptions to consider:

➤ Check the “Pay Period Frequency”:

☐ Weekly (52 Weeks)

☐ Bi-Weekly (26 Weeks)

☐ Monthly (12 Months)

➤ Check the “Pay Method” used to determine eligibility. Show the **INCOME CALCULATION** for the “Pay Method” being used.

☐ **STRAIGHT PAY METHOD: Paystubs with no variations in the wages.**

1. First, **MULTIPLY** pay period frequency by the total gross wages of each paystub to get the annualized gross income.
2. Finally, **DIVIDE** the annualized gross income by two (2) to get the six (6) months gross income.

Example: (Multiple) $26 \times \$548.00 = \$14,248.00$.
(Divide) $\$14,248 \div 2 = \$7,124.00$

☐ **AVERAGE PAY METHOD: Paystubs with variations in the wages.**

1. First, **ADD** all paystubs gross wages together to get the total gross wages.
2. Then, **DIVIDE** the total gross wages by the number of paystubs to get the average gross earnings.
3. Then, **MULTIPLE** the average gross earning by the pay period frequency to get the annualized gross income.
4. Finally, **DIVIDE** the annualized gross income by two (2) to get the six (6) months gross income.

Example: (Add) $\$534.00 + \$475.00 + \$398.00 + \$498.00 + \$534.00 = \$2,439.00$
(Divide) $\$2,439.00 \div 5 = \487.80
(Multiply) $\$487.80 \times 52 = \$25,365.60$
(Divide) $\$25,365.60 \div 2 = \$12,682.80$

☐ **YEAR-TO-DATE METHOD: Paystub with year-to-date gross earnings.**

1. First, **COUNT** the numbers of pay periods prior to the last pay period date.
2. Then, **DIVIDE** the gross wages by the number of pay periods to get the average gross for each pay period.
3. Then, **MULTIPLE** the average gross for each pay period by the pay period frequency to get the total annualized gross income.
4. Finally, **DIVIDE** the annualized gross income by two (2) to get the six (6) months gross income.

Example: (Count) 19 bi-weekly pay periods
 (Divide) $\$13,756.00 \div 19 = \724.00
 (Multiply) $\$724.00 \times 26 = \$18,824.00$
 (Divide) $\$18,824.00 \div 2 = \$9,412.00$

☐ **INTERMITTENT WORK METHOD: Does not have steady work with one or more employers.**

1. First, applicant must **SUPPLY AS MANY PAYSTUBS** as possible to accurately calculate income with an "Applicant Statement" explaining the non-work or missing paystubs periods unaccounted for during the last six (6) months prior to application date.
2. Then, **ADD** the gross wages for all paystubs.
3. Then, **MULTIPLY** the total wages of all paystubs by two (2) to get the six months gross wages.
4. Finally, be sure to **REQUEST ALL OTHER RESOURCES** that the NextGen has relied upon for support during the last six (6) months prior to the application date.

Example: (Add) $\$534.00 + \$475.00 + \$398.00 + \$498.00 + \$534.00 = \$2,439.00$
 (Multiple) $\$2,439.00 \times 2 = 1219.50$

By signing below, I _____ (Career Advisor Name) am attesting that I have received all income documents and completed the calculations to determine income eligibility.

NextGen Service Provider (NGSP) Signature _____

Date _____