



## Summer Transition Program Tips for Determining Income Eligibility

Each of the following sources of income is considered in determining income eligibility.

- Gross Wages or Salary – in a two parent family, income from both adults is considered.
- Net Income from Self-Employment
- Social Security payment;
- Unemployment & Worker's Compensation;
- Alimony & Child Support - (regular and ongoing payments);
- Veteran's Benefits & Military Income; only the base pay of the military member is considered if he/she is out of the home because of a military assignment
- Rental/Roomer/Boarder Income - (regular and ongoing payments);
- Disability Payment;
- Capital Gains, Interest, Dividends - (regular and ongoing payments);
- Retirement/Pension;
- Trust Fund;
- Regular Lottery Payments.

Do not include the earnings of a child under the age of 18, TANF Cash Assistance, Supplemental Security Income (SSI), adoption supplements, or Relative Care Subsidy payments.

### **Computing Income/Hours**

Obtain documents from adults to verify and determine the type, amount, and frequency of countable income. This includes but is not limited to paystubs, award letters, employer statement, etc. Verify the most recent four weeks of income. For new employment, obtain a statement from the employer projecting the hours and gross earnings for the most recent 4 weeks. Follow the steps below to calculate the average gross income:

### **Earned Income**

- 1) Add all earnings and divide by the number of paystubs provided.
- 2) Select the factor from below to convert the amount from #1 to a monthly amount:

If paid weekly, multiply the amount by 4.3333;

If paid bi-weekly, multiply the amount by 2.1666;

If paid semi-monthly, multiply the amount by 2.

If the adult indicates a paystub is not a representation of their normal earnings and/or hours, that paystub may be disregarded. The remaining paystubs should be used to calculate the adult's monthly income. Contact the employer for clarification of any discrepancies or questions with the information provided by the adult. Please document the resolution and the employer's contact information.

Add all applicable unearned income and earned income to determine a family's total gross monthly income. Please be sure to use the factors above to convert unearned income prior to combining with earned income if appropriate.