

# Income Calculation & Family Size Worksheet

(Hot Sheet)

CF/R-15 Created 11/08

(mandatory)

RHS / EHS

Please read the following hot sheet instructions carefully before completing the corresponding Worksheet.

The Income Calculation & Family Size Worksheet will be used as a tool to calculate income eligibility for enrollment into Head Start programs. Income eligibility may be calculated by counting the family's total income over the past twelve months immediately preceding the month in which application or reapplication is made or total income from the calendar year immediately preceding the calendar year in which the application or reapplication is made, whichever more accurately reflects the family's current needs.

## **Defining Prior and Current Year Income**

### **1. Past 12 Months**

When calculating a family's income for the twelve months immediately preceding the month in which the application or reapplication is made, complete both (Prior year) and (Current Year) sections of the worksheet. Circle the last twelve months preceding the month that the application was completed.

### **2. Prior Calendar Year**

When calculating a family's income for the entire calendar year immediately preceding the year in which the application or reapplication is made, you will be entering income information in the (Prior Year) section only of the worksheet. Circle all twelve months.

## **Calculating Income**

### **General Guidelines**

Enter all income for parents/guardians under each Sources of Annual Income line item. **Special Military Service pay relating to hostile fire or imminent danger and housing allowances will be deducted from the annual or monthly income when determining income eligibility for members of the military.** If the family currently receives public assistance in the form of SSI/SSO or TANF all family income including the SSI or TANF income must be declared. If the child is in foster Care the foster assistance income will be included as income and all other income of the family will be excluded from determining income eligibility. Review public assistance documents for verification and enter the amount of SSI/SSP, TANF or Foster Care income received. The family automatically qualifies for Head Start services.

**1. Past 12 months – Complete Prior and Current Year sections using the same procedure.**

**Steps:**

**(prior year)**

- a. Add Parent/Guardian A and B line items together as appropriate and enter the total(s) in the Annual Income column.
- b. Divide the total Annual Income line items by 12 (months) and enter total(s) there.
- c. Multiply that total by the number of months previously circled, and enter the total amount there.
- d. Add the line item sub totals together in the Countable Months columns and enter those amounts in the shaded boxes labeled Total Prior year Income.

**(current year)**

- e. Add Parent/Guardian A and B line items together as appropriate and enter the total(s) in the Current Year Sub Total column.
- f. Enter the amounts in (d) and (e) on the appropriate lines in the box at the bottom of the page. Add the Total Prior and Current Year Income(s) and enter that amount on the Annual Eligibility Income line.

**2. Prior Calendar Year**

**Steps:**

- a. Add Parent/Guardian A and B line items together as appropriate and enter the total(s) in the Annual Income column.
- b. Add all income listed in the Annual Income column and enter that amount in the shaded box labeled Total Prior Year Income.
- c. Take that amount and place it on the Total prior Year Income line and again on the Annual Eligibility Income line in the box at the bottom of the worksheet.

**3. Determining Family Size**

To determine Family Size, enter the number and names of the adults and children under 18 years of age living in the same household. (Persons who are supported by the income of the parent(s)/guardian(s) of the child enrolling or participating in the program and related to the parent(s)/guardian(s) by blood, marriage, or adoption.)

**4. Determining Eligibility**

Using the Annual Eligibility Income amount and Family Size information you entered on the Worksheet, compare it to the current head Start Family Income Guidelines to determine whether or not the family is income eligible for Head Start services.

**5. Definition of Income**

Refer to a current copy of the Family Income Guidelines for specific income items that must be included in calculating a family's income and income that may be excluded.