Instructions for using the CHHGP Income Eligibility Worksheet

1. Enter client name, source of income, gross amount and annualization factor in shaded area of form (one income source per line). See page 6 of the CHG Guidelines for detail on annualization of income different income sources.

2. Using the dropdown menu (cell B42), select the HUD AMI Range for the household (50% AMI for homeless household with children; 30% AMI for homeless households without children; 30% AMI for at risk households with or without children)

3. Enter the HUD Income Limits based on location, AMI range, and family size from the HUD website (click link to the right)   http://www.huduser.org/portal/d

4. Household eligibility will be displayed here.

CHG Income Eligibility Worksheet

Department of Social and Health Services (DSHS) Benefits Verification System (BVS) print out is acceptable for any form of income in lieu of other income documentation. IF BVS documentation is not available, follow the income defintion and documentation standards below.

What is counted as income?
Income includes the current (not projected) gross annualized income of all adult (18 years and older) household members and unearned income attributable to a minor.

The definition of income reflects a household's income at the time they are seeking assistance. Accordingly, documents and information collected to verify income should be recent. Documentation dated within 30 days is acceptable. However, for public assistance benefits (e.g. SSI, food stamps, etc), a benefits statement received any time with the twelve months prior to the time of application and reflecting current benefits received by a household is allowed. The following types of inclusions must be counted when calculating current gross income:

- Earned income
- Self-employment/business income
- Interest & dividend income
- Pension / retirement income
- Unemployment and disability income
- TANF / public assistance
- Alimony
- Child Support
- Foster care
- Armed forces

Annualized Wages and Periodic Payments
When calculating income based on hourly, weekly, or monthly payment information, add the gross amount earned en each payment period that is documented and divide by the number of payment periods; this provides an average wage per payment period. Annualize the income using the following methods:

- Hourly wage multiplied by hours worked per week multiplied by 52 weeks
- Weekly wage multiplied by 52 weeks
- Bi-weekly wage (every other week) multiplied by 26 bi-weekly periods
- Semi-monthly wage (twice a month) multiplied by 24 semi-monthly periods
- Monthly wage multiplied by 12 months

Household member name	Source of Income	Gross amount	Annualization Factor	Annual Income
Example John Smith	TANF	$339	12	$ 4,068.00
1				$ -
2				$ -
3				$ -
4				$ -
5				$ -
6				$ -
7				$ -
8				$ -
Choose income limit (use dropdown menu)			Total Annual Household Gross Income:	$
			Enter HUD Limits	

Eligiblility not determined

Attach BVS or Income Documention to this Worksheet

Important! To use the form for the next household, delete the AMI range selection and the HUD Income Limit BEFORE adding new household income data!

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Household member name	Source of Income	Gross monthly amount	Annualization Factor	Annual Income
Example John Smith	TANF	$339	12	$ 4,068.00
1				$ -
2				$ -
3				$ -
4				$ -
5				$ -
6				$ -
7				$ -
8				$ -
		Total Annual Household Gross Income:		$ -

Choose Income limit
(use dropdown menu) ↓

| 30% AMI Income Limit for homeless households without childeren or at-risk households | **Enter HUD Limits** → | |

Eligiblility not determined

Attach BVS or Income Documention to this Worksheet

03/24/2014