

Income Calculations

ONE OR MORE INCOMES PAID WITH THE SAME FREQUENCY

The steps outlined in this document only need to be performed if HuBERT has calculated the household as over-income and all the incomes are paid with the same frequency.

When a household has one or more incomes paid with the same frequency (ex: two incomes both paid monthly), the income total should **not** be converted to an annual amount.

Instead, the income amount should be totaled for one frequency (weekly, bi-weekly, monthly) and compared to the totals by frequency in the income guidelines to assess whether the income total, based on their household size, meets the guidelines.

Example:

Household Size = 3

- Family Member #1 is paid \$1500/month
- Family Member #2 is paid \$1649/month

Total the income for one month = \$3149

Compare to the totals by frequency in the income guidelines:

**WIC Standard Income Guidelines
(185% of Federal Poverty Guidelines)**

Effective May 1, 2017 – June 30, 2018

Family Size***	Annual Income	Monthly	Bi-Weekly	Weekly
1	22,311	1,860	859	430
2	30,044	2,504	1,156	578
3	37,777	3,149	1,453	727
4	45,510	3,793	1,751	876
5	53,243	4,437	2,048	1,024
6	60,976	5,082	2,346	1,173
7	68,709	5,726	2,643	1,322
8	76,442	6,371	2,941	1,471
Each Add'l Member Add	+7,733	+645	+298	+149

HuBERT Calculates the Household as Over-Income

Incomes with the same frequency need to be calculated using this method because if annualized, or converted to a yearly amount which is how HuBERT calculates income, the household would be calculated as over-income.

- $\text{HuBERT/Annualized} = \$3149 \times 12 = \$37788$
- $\text{Income Guidelines/Annual Total} = \37777

This type of income occurs very rarely (it has only occurred once in the past 12 months). However, if it does occur, then the CPA should do the following:

Enter the incomes into HuBERT:

Frequency	Description	Amount per Year
Monthly	\$1,500.00/month for 12 mont	\$18,000.00
Monthly	\$1,649.00/month for 12 mont	\$19,788.00

Household Size Total Amount per Year **\$37,788.00**

The following message displays if HuBERT calculates the household as being over-income.

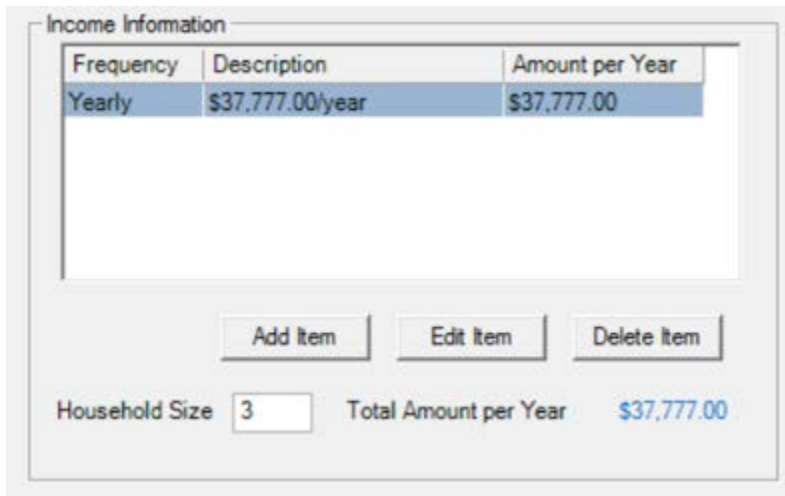
Click **No**.

? The participant will not be income eligible based on the current income information and will be terminated. Is this information correct?
Warning all members of the household will be terminated.

Yes No

Add the individual incomes together and compare them against the appropriate frequency maximum provided in the [Income Guidelines](#).

If eligible based on this comparison, enter the annual amount indicated on the Income Guidelines into HuBERT.

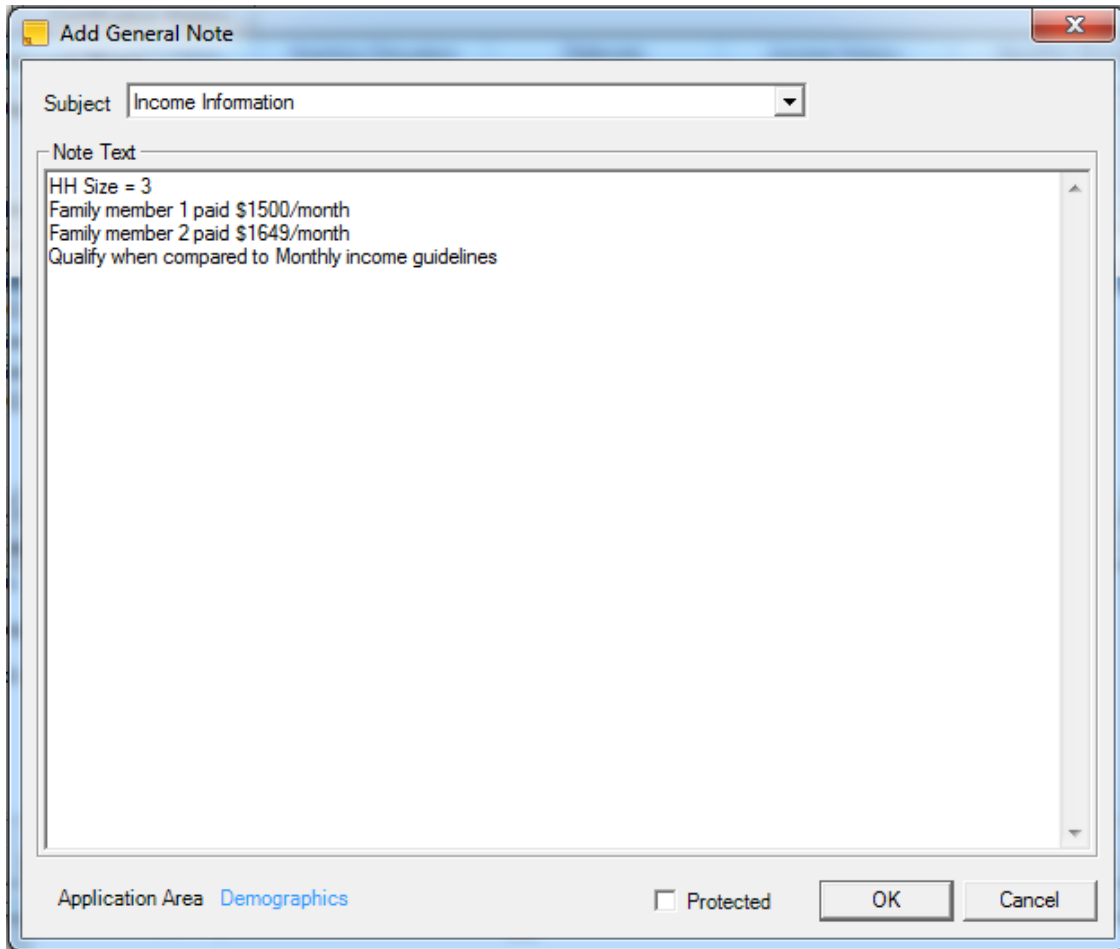


The 'Income Information' dialog box contains a table with the following data:

Frequency	Description	Amount per Year
Yearly	\$37,777.00/year	\$37,777.00

Below the table are three buttons: 'Add Item', 'Edit Item', and 'Delete Item'. At the bottom, there is a 'Household Size' field with the value '3' and a 'Total Amount per Year' field with the value '\$37,777.00'.

Then add a **General Note** with the Subject of **Income Information** documenting the details of the provided income:



The 'Add General Note' dialog box has a 'Subject' dropdown menu set to 'Income Information'. The 'Note Text' area contains the following text:

HH Size = 3
Family member 1 paid \$1500/month
Family member 2 paid \$1649/month
Qualify when compared to Monthly income guidelines

At the bottom, there is an 'Application Area' dropdown set to 'Demographics', a 'Protected' checkbox, and 'OK' and 'Cancel' buttons.