

**Homeless Prevention and Rapid Re-Housing Program****Income Includes (Informational)****Description of Income:**

- Annual income refers to all gross amounts received (before taxes or other deductions), monetary or not, which are
- Received by, or paid on behalf of, the family head of household, co-head, or spouse (even if temporarily absent), or to any other family member over 18 years of age,
- Acquired through assets owned by dependent family members; and/or anticipated to be
- Received from a source outside the family during the 12-month period following admission or re-examination; and/or
- Derived during the 12-month period from accessible assets; and

**Income Includes**

- Adoption Assistance Payments
- Annuities
- Business and Property
- Child Support and Alimony
- Death Benefits
- Dependent Income
  - Unearned income of minors, such as Social Security or SSI benefits;
  - Income from assets owned by minors;
- Gifts and Contributions
- Insurance Policies
- Interest and Dividends from Family Assets
- Military Pay
- Retirement Funds, Pensions, Periodic Payments, Disability or Death Benefits, and
- Self-Employment
- Severance Pay
- Social Security (SS)
- Supplemental Security Income (SSI)
- Social Security Administration (SSA)
- Temporary Assistance to Needy Families (TANF)
- Unemployment Benefits:
  - Multiply gross weekly benefit by 52 weeks, regardless of the number benefit weeks remaining; and when the family reports the benefits have ceased, complete an Interim Revision to adjust annual income.
- Veteran's Payments
- Wages/Salary - Anticipated gross amounts prior to payroll deductions or garnishments, including:
  - All employment sources;
  - Overtime;
  - Commissions;
  - Bonuses;
  - Tips or other compensation for personal services;
  - Projected pay increases/raises.

### **Income Excludes**

- Food Stamps
- Earned Income Tax Credit
- Heating Assistance
- Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse)
- Adoption assistance payments in excess of \$480 per adopted child
- Foster Children and Foster Adult Care Payments
- Scholarships and Grants
- Resident Service Stipend—not to exceed \$200/month (if more than \$200/month the entire stipend (including the \$200 is) is included as income)

### **Calculating Income**

The requirements for determining whether a family is eligible for assistance, and the amount of rent the family will pay, requires the lead agency to project or estimate the annual income that the family expects to receive.

- **Generally the lead agency must use current circumstances to anticipate income. Annual income is projected by annualizing current income. Income that may not last for a full 12 months (e.g. unemployment compensation) should be calculated assuming current circumstances will last a full 12 months. If changes occur later in the year, an interim recertification can be conducted to change the family's rent.**
- If information is available on changes expected to occur during the year, use that information to determine the total anticipated income from all known sources for the year.
- **Convert all income to an annual figure by multiplying the pay rate by the frequency of payment.**
  - Multiply hourly wages by the number of hours worked per year. Full-time employment (40 hours a week and no overtime) is 2,080 hours (40 hrs X 52 weeks = 2080 hours). (10 hours a week X 52 weeks = 520 hrs per year).
  - Multiply weekly wages by 52.
  - Multiply bi-weekly wages by 26.
  - Multiply semi-monthly wages by 24.
  - Multiply monthly wages by 12.
  - Multiply daily wages by 260 (full time/no overtime).
  - To convert monthly amount to weekly, divide by 4.3.
  - Round up to the nearest dollar at .50 and above (except SS payments, which are always rounded down).

### **Irregular Income**

Irregular income is defined as income received in an unpredictable or sporadic manner, such as income from seasonal employment, temporary work agencies, child support, or alimony. **If the family has a history of irregular income, you may use the family's past income history to determine how to project such income forward.**

When determining such income divide the year-to-date (YTD) total provided by the amount of actual weeks the total covers to receive an average weekly income. Multiply the weekly income amount by 52 (weeks).