

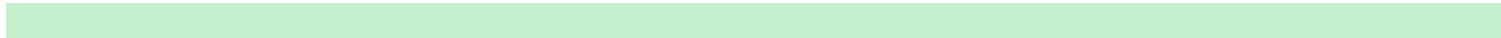
Household Income Eligibility Worksheet

Form C

Must be completed before initial eligibility certifications & annual eligibility recertifications. Must be completed if household eligibility factors have changed.

To be eligible for the HOPWA Program, household annual gross income cannot exceed 80% of Area Median Income per the household's county of residence. Collect proof of gross income for all household members 18 years of age and older (documentation must be complete and cover the 30 days preceding the eligibility certification or recertification date). Annual gross income is from all sources anticipated during the 12-month period following the determination date. Therefore, income must be annualized (payment data multiplied by the number of payment periods per year for all sources). The **Determining Household Annual Gross Income Guide** outlines acceptable forms of documentation, whose income is counted, income inclusions and exclusions, and calculation guidance.

Client Name and/or ID Number: _____	Date: _____
Housing Case Manager Name: _____	Household Size: _____
Address: _____	County: _____



- 1 The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services. _____
- 2 The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the household. _____
- 3 Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in line 2 above. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the household. Where the household has net assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. _____
- 4 The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in line 14 of Annual Income Exclusions). _____
- 5 Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in line 3 of Annual Income Exclusions). _____
- 6 Welfare assistance payments. _____

(i) Welfare assistance payments made under Temporary Assistance for Needy Families (TANF) are included in annual income only to the extent such payments qualify as assistance under the TANF program definition at 45 CFR §260.31 and are not otherwise excluded under Annual Income Exclusions. (ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of

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welfare assistance income to be included as income shall consist of the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities plus the maximum amount that the welfare assistance agency could in fact allow the household for shelter and utilities. If the household's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

7 Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling. _____

8 All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in line 7 of Annual Income Exclusions). _____

9 **Household Annual Gross Income** (Sum of lines 1-8) _____

10 Enter 80% of **Area Median Income** per the household's county of residence for this household size _____

If Line 9 is greater than Line 10, then ineligible.

Enter the fiscal year of the Area Median Income table:

County of residence has been verified via [U.S. Postal Service](https://www.usps.com) or other confirmation tool:
