INCOME CALCULATION WORKSHEET &
STAFF STATEMENT/INTERVIEW NOTES

Quick Links to Instructions Sections in form (top of page):

Income Calculation Worksheet: A1 A2 B Col. 1 Col. 2 Col. 3 Col. 4 Col. 5

Staff Statement: C C1 C2 C3 C4 C5 C6

This worksheet/form is designed to capture staff notes and calculations to help in the determination of the eligibility a Head Start family qualifies for. The worksheet and accompanying documents ensure that Shasta Head Start is in compliance with Performance Standards for ERSEA (45 CFR 1305) based on the updated regulations of March 12, 2015.

Page 1 is used to gather basic information about the income(s) of the parent(s)/guardian(s) of the applicant through an interview process and track documents received along with the time period it covers, calculations are used to approximate income.

Page 2 includes our staff statement/interview notes, McKinney Vento eligibility, No Income, Self-Declarations, verification efforts, and Other comments. Part of this process may have already happened if someone in the agency has spoken with the parent on the phone or during a walk-in.

We should have:

1. Identified basics about the income/job(s) a family has had over the last calendar year or 12 months preceding application
2. Identified whether families qualify for Head Start through something OTHER than income (for example: Foster, CalWORKS, SSI (Supplemental Security Income), TANF)
3. Identified documents we would like them to bring
4. Identified desired program option based on age of child and need of family
5. Sent a yellow postcard as a reminder with phone number & appointment date

Header includes Child/Applicant Name (LEGAL NAME of Child or Pregnant Mother Applying for Services). Be sure to include Date of Birth.

INCOME CALCULATION WORKSHEET

Is family current income level significantly different from the income reported on 20___ 1040? ☐ No ☐ Yes

If NO: Please provide all W-2's, 1099's or all signed 1040's.
If YES, please complete sections A1, A2 and B and all supporting documents.

If there is no significant difference between a family's reported taxes for the prior year and their current situation, we can use their tax documentation for the last calendar year.

A1: RELEVANT TIME PERIOD:

1. We can use the 12 months immediately preceding the month of the application submission or
2. Current Circumstances if there is a significant change.

Whichever more accurately represents the family at this time.

SHS defines submission as a "completed packet for eligibility" scanned to ERSEA. Tracked via the doc# audit trail.

If Eligibility re-verification is required, the submission date is based on the new completed packet of eligibility scanned to ERSEA. There are 2 fields to complete:

1. Start = 1st month of the relevant period used to determine Income Eligibility. Calculate by using the month you are submitting the application and subtract 1 from present year.
2. End = Last month of relevant time period used to determine Income Eligibility. Calculate by subtracting 1 month from the month you are submitting the application and use the present year.

For example: If I am doing an Application to submit in October 2015, I use October and subtract 1 year from 2015 for Start. I subtract 1 month from October to get September and use the present year for End. Start = Oct. 2014 and End = Sept. 2015

A2: INCOME ELIGIBILITY: Section A2 is to help us identify if we are going to evaluate the last 12 month income window preceding application submission or current circumstances. We use:

1) for income based on the preceding 12 month window

2) for current circumstances if significant change can be demonstrated by the family

Approx. box is a place to track a guestimate of the family's income based on the interview. Can be helpful to manage family's expectation, especially if they are Over Income.

[Top of page]

B. INCOME CALCULATION - Complete table by recording all sources of gross income for relevant time period.

Col. 1: Parent(s)/Guardian(s) Name:

Please be sure to use LEGAL names. Check names against documents received from parent/guardian.

Col. 2: Type of Income:

Use a separate line for each different type of income from each parent/guardian.

1. Employment: include employment dates covered by the documents for each employer. Please put name of Employer here. Documentation should consist of pay stubs, W2(s), letter from employer, etc.
2. Self-employment: Documentation can include monthly profit and loss statements, family self-declaration of income.
3. Unemployment or disability: Documentation should consist of an award letter or other letter from EDD or weekly stubs.
4. Child support: include monthly amount and whether or not payments are consistent or sporadic. Documentation can include monthly collection statements, a court order of support, letters from child support services or letters from absent parent stating amount paid and how often.
5. Other sources of income such as Veteran's Benefits, Social Security (not SSI), Adoption Assistance Payments, etc.: Documentation can include 1099, letters of award
6. Periods of time within the relevant 12 month time period in which no income was received must also be entered into the table and a Zero Income form and request for consent to do a 3rd Party Verification must be used for documentation.

Col. 3: Time Period Covered:

Use this space to document the **full time period** covered by the documents received from the parents. This helps us determine the amount of income we will use in the 12 month calculation. For example, a W-2 covers April - November. ERESA will determine exactly how much to use of the dollar value for an application submitted in October. You can also list time frames for jobs as well.

Col. 4: Documents Provided:

We are looking for the name of the documents provided. For example: Paystubs, W-2's, 1099's, 1040.

Col. 5: Calculation/Amount for Period:

Mainly used for Self-Declarations. Use this space to approximate the amount a person earned if you need to calculate hourly wage and hours. **Weekly amounts must be multiplied by 4.33 to get an accurate monthly number.**

Top of Page

C: STAFF STATEMENT/INTERVIEW NOTES: Complete 1-6 as applicable. Sign & date below.

This section is intended to capture additional information about the family and provide staff with space to document details from the interview you have with the family.

C1: MCKINNEY-VENTO:

New regulations require us to have staff provided a written description describing the specific conditions under which the family meets the definition. Please be sure to state your verification efforts.

C2: ZERO INCOME:

New phrasing - Please ask family how we can verify the period of No Income. Is there someone (3rd party verification) we can talk to?

C3: CURRENT CIRCUMSTANCES:

If we are using current circumstances due to significant change, please describe the change and attach supporting documentation such as Unemployment benefits ending or denial letter, court documents for divorcing family, etc.

C4: Family has income and no documentation is available:

Complete Self Declaration Form and your attempt to verify the income. Please be sure to note how you arrived at this number with the family on the front.

Examples:

A. Regular hours: 40 hours a week at $10 hour = $400/week x 4.33 = $1,732 a month.
B. Seasonal:
    1. 40 hours a week at $10 hour = $400/week x 4.33 = $1,732 a month.
    2. $1732 x 8 months = $13,856
    3. $13,856 / 12 = $1,154.67 monthly average

C5: OTHER:

This section is for anything else you talk with family about their circumstances.

C6: Family consent to 3rd Party Verification:

Check box and complete a signed form with parent for each person/company you will be contacting.

Signature and Date of Staff Certifying Calculations/Statement – The worksheet must be signed and dated by the staff working with the family to complete the form.