



Mid-America Head Start

Income Calculation Worksheet [Form 5170]



Mid-America Head Start

Child Name

Primary Parent/Guardian Name

Secondary Parent/Guardian Name

Review the instructions on the reverse of this worksheet prior to completion

Circle One:

Prior Calendar Year

Past 12 Months

(Prior Year)												Total # of Countable Months
Circle countable months and add the number circled to determine Total # of Countable Months for Prior Year. Write this number in the Total # of Countable Months field.												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
(Prior Year) Sources of Annual Income				Parent/ Guardian A	+ Parent/ Guardian B	= Annual Income	Number of Months Received	Divide by # of Months Received	Multiply by # of Countable Months Prior Year Subtotal			
Prior Year Income Taxes (1040, w-2's, etc.)												
Pay Stubs From All Employers (YTD)												
Child Support Received												
Spousal Support												
Unemployment												
Disability Benefit												
Workers Comp.												
Military Pay (subtract hostile & housing pay)												
Student Aid Income												
Other (include explanation in Comments)												
Total Prior Year												

(Current Year)												Total # of Countable Months
Circle countable months and add the number circled to determine Total # of Countable Months for Current Year. Write this number in the Total # of Countable Months field.												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
(Current Year) Sources of Annual Income							Parent/ Guardian A YTD	+ Parent/ Guardian B YTD	Current Year Subtotals			
Pay Stubs From All Employers (YTD)												
Child Support Received												
Spousal Support												
Unemployment												
Disability Benefit												
Workers Comp.												
Military Pay (subtract hostile & housing pay)												
Student Aid Income												
Other (include explanation in Comments)												
Total Current Year												

Total Prior Year Income	
+ Total Current Year Income	
= Annual Eligibility Income	

Completed by: _____ Date: _____

Comments: _____

Income Calculation Worksheet [Form 5170] Instructions

Definitions:

Past 12 Months: The 12 months immediately preceding the month in which the application is made.

Prior Calendar Year: The total income from the calendar year (Jan 1 – Dec 31) immediately preceding the calendar year in which the application is made.

Current Situation: If neither *Past 12 Months* nor *Prior Calendar Year* accurately represent the family's economic status, calculations may be made using current income information to determine if the Current Situation is likely to reflect the family's economic status during the period of the child's Head Start (or EHS) enrollment.

Exceptions:

- If the income is being determined using **only one** IRS Tax Return (1040, 1040A, 1040EZ, etc.) **do not** use this form.
- If the family currently receives public assistance in the form of SSI or TANF family income **should not** be calculated as they are automatically income eligible.
- If the child is in foster care, kinship care or homeless, family income **should not** be calculated as they are categorically eligible.

Step 1: Determine whether to use the *Past 12 Months*, *Prior Calendar Year* or *Current Situation*. Ask yourself the question: "Is the family's economic status accurately represented by the *Prior Calendar Year's* income, or has there been a significant change?"

- If there has been a significant change, use the *Past 12 Months* to calculate income.
- If neither the *Past 12 Months* nor the *Prior Calendar Year* fit the families' current economic status, ask yourself "Should *Current Situation* be used? If so, use **only** ERSEA Form 5020.

Calculations using the **Past 12 months:**

When calculating a family's income for the twelve months immediately preceding the month in which the application is made, complete both the (Prior Year) **and** (Current Year) sections of the worksheet. Circle the twelve months preceding the month that the application was completed. Place the number in the corresponding Total # of Countable Months box for the Prior and Current year.

Ex: If the application is taking place in May, you would circle May-December on the Prior Year section, and January-April of the Current Year section

Calculations using the **Prior Calendar Year:**

When calculating a family's income for the entire calendar year immediately preceding the year in which the application is made, you will be entering income information **only** in the (Prior Year) section of the worksheet. Circle all twelve months.

Step 2: Enter all income for parents/guardians under each Sources of Annual Income line item.

- Special Military Service pay relating to hostile fire or imminent danger and housing allowances will be deducted from the annual or monthly income when determining income eligibility for members of the military.

Step 3: Calculating income

If using the **Past 12 months** – Complete Prior Year **and** Current Year sections using the following instructions:

(Prior Year):

- a.) Add Parent/Guardian A and B line items together as appropriate and enter the total(s) in the Annual Income column.
- b.) Enter the number of months each source of income was received in the appropriate "Number of Months Received" box.
- c.) Divide the total Annual Income line items by Number of Months Received and enter in the Divide by # of Months Received box.
- d.) Multiply the total in each Divide by # box by the # of Countable Months previously circled, and enter the amount in the corresponding subtotal box.
- e.) Add the line item subtotals in the Multiplied by # Countable Months columns and enter that amount in the shaded box labeled Total Prior Year Income.

(Current Year):

- f.) Add Parent/Guardian A and B line items together as appropriate and enter the total(s) in the Current Year Sub Total column.
- g.) Add the line item subtotals in the Current Year Sub Total column and enter that amount in the shaded box labeled Total Current Year Income.
- h.) Enter the amounts from (d) and (e) on the appropriate lines in the box at the bottom of the page. Add the Total Prior and Current Year Income(s) and enter that amount on the Annual Eligibility Income line.

If using the **Prior Calendar Year** – Complete **only** the Prior Year section using the following instructions:

(Prior Year)

- a.) Add Parent/Guardian A and B line items together as appropriate and enter the total(s) in the Prior Year Sub Total column.
- b.) Add all income listed in the Prior Year Sub Total column together and enter that amount in the shaded box labeled Total Prior Year Income.
- c.) Take that amount and place it on the Total Prior Year Income line at the bottom of the worksheet and again on the Annual Eligibility Income line in the box at the bottom of the worksheet.