VALLEY OAK CHILDRENS SERVICES INCOME WORKSHEET 12-11

In order to complete an enrollment, recertification or update clients must provide proof of all income.
ONE OR MORE ITEMS MUST BE MARKED IN EACH SECTION ON THE FRONT SIDE OF THIS FORM.

TYPES OF INCOME:

- ❑ **Consistent monthly income:** Current consecutive one month's worth of pay stubs.

- ❑ **Fluctuating income:** including Self Employment. **Pay stubs or other documentation for the previous 12 months are required at the recert appointment.**

- ❑ **Employment Verification Form Used.** Reminders for missing pay stubs entered. DUE: _____

CALCULATING AVERAGE MONTHLY INCOME:

- ❑ Employment Verification – Multiply hours per day X rate of pay X days per week X **52 ÷ 12.**

- ❑ Weekly - Multiply the average pay period amount by **52** and divide by **12.**

- ❑ Twice a Month or Semi-Monthly - Add together two consecutive pay-stubs.

- ❑ Every two weeks or Bi-Weekly - Multiply average pay period amount by **26** and divide by **12.**

- ❑ Once a month - No calculation required.

YTD CHECK:

- ❑ YTD average is no more than $300 difference of Past Month/No PFs -**use Past Month**

- ❑ YTD average differs from Past Month amount by $300/mo or more- does not put them at
  Family Fees-**use Past Month** & explain difference_____

- ❑ If YTD or Past Month's affects parent fee amounts: **Parent Fees will be calculated using the higher amt. ****** If the parent provides additional income documentation from the past 12 months you can use the fluctuating chart instead of higher amount, if it would make a difference.**

  Advise parent/12mth _____Explain _____

Additions to Average Monthly Income:

- ❑ Fluctuating child support will always be averaged using the **prior twelve months**. Child support documentation is required at the enrollment, re-certification or as needed for updates (see chart on back of form).

- ❑ Bonuses, casino/lottery winnings, and other lump sum payments will be divided by twelve and added to the client's income for the **upcoming twelve month period.** A fluctuating income worksheet will be used (see chart on back of form).

- ❑ Financial Aid will be based on current semester and will be divided by 6 months after deductions for fees and tuition.

- ❑ N/A

TOTAL COUNTABLE INCOME

Who	What	Amount
Total	$	
Verified Hours	P1 _____ per wk	P2 _____ per wk

INCOME INCLUDED

Wages or Self-Emp. Income

SSA

Worker's Compensation
Unemployment
Disability
Veteran's Pensions
Child Support
Financial Aid Award (for living exp.)
Casino/Lottery Winnings
TANF
Spousal Support
Other _____
_____

SEE INCOME POLICY FOR COMPLETE LIST

Enrollment   Recert   Update

Completed By _____ Checked By _____

INCOME EXCLUDED

SSI (List as $0 in NoHo)

Wages of a person receiving SSI

Housing Subsidy (List as $0 in NoHo)
Food Stamps (List as $0 in NoHo)
Non-Cash assistance or gifts
GI Bill Entitlements
Adoption Assistance
Financial Aid for Books/Tuition
Insurance Settlements
Medical/Dental Ins. Included in
   gross

Family Size #_____

Family Fees PT $_____ FT $_____

Explanation if needed:
_____
_____