

# EAP 2019

# Income Calculator

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**Created for:** IHCDA

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**Presented By:**

Roeing Corporation  
2433 S. 9<sup>th</sup> Street  
Lafayette, Indiana 47909

## RIAA Income Calculation

### Overview

The Income Calculation will be used to determine total house hold income over the previous 3 months for the family applying for assistance. This calculation combines different methods for determining income based on the amount paid and the number of times the amount is paid during a given time period.

Note: Remember that in RIAA, income can be entered the Income Calculator screen ~OR~ on the Member's page. Select one of these methods for your agency to use consistently. If Income is entered in the Income Calc page, it will be copied over to the Member page automatically. However, if you manually change the value on the member, the income calculator will not change the income for that member.

The *Member page* is where the income is pulled from to calculate the benefit.

### Income Calc

The 'Income Calc' menu item is located under the menu group 'Energy Asst.'

**Income Calculator**

Member: [Dropdown] **Income Calculation is for 3 months**

Payment of: \$0.00 Paid: 1.00 times every 1.00 Year

Starting: [Date] thru [Date] Number of Payments: [Field]

Income Type: [Dropdown] Income, this Item: \$0.00

Description: [Field] [Add to list] [Blank]

Member	Description	Amount	How Often	Every	Start	End	# Paid	Total Paid	
▶ Add ?	{Add new entry}	0.00	1.00	1.00	Month	07/31/2017	07/30/2018	1.00	0.00

Grand Total Income: \$0.00

Warning: The City, State and Zip Code are missing from the HOH's Physical Address.

Error: The HOH's gender is not specified.

Error: The HOH's race is not specified.

Error: Invalid Dwelling Type selected.

Error: The home's ownership must be set for all APPROVED EAP applications.

- Once the head of household and other family members have been identified the incomes can be calculated.
- Calculations will be based on income received within the previous 3 months from the date of applying
- Projected Income will no longer be calculated using the Income Calculation tool

## Field Definitions

1. **Member** – Provides a list of family members already entered into the system
2. **Payment Of** – The dollar amount the individual has been given for a pay period
3. **Paid** – Determines the number of times within a Week, Month, or Year the individual receives the 'Payment of' amount
4. **Times Every** – will determine how many Weeks, Months, Years or One-Time-Payment in between each payment

**Note:** Weeks are rounded to the nearest whole week

Months are rounded to the nearest whole month

5. **Starting/Thru** – Beginning and end dates of the time period for which they received the payment amount setup with the specific pay periods
6. **Number of Payments** – Displays the total number of payments received within the time period specified based on the pay period
7. **Income Type** – Provides the different sources of income available to select
8. **Income, this Item** – Displays the total income amount for this Income Type for the given date range
9. **Description** – Provides user ability to enter a brief description to specify the income type if necessary
10. **Add to list button** – This button will add the income entry to the list of other income entries for that individual
11. **Blank** – This button will clear any current field entries in the income calculator. This will now remove any list items displayed in the Income Details
12. **Remove** – When this button is displayed you can highlight an income entry displayed in the Income Details section and delete it from the list.
13. **Grand Total Income** – Displays the total income entered in for all members of the house hold

## Process for Calculating Income

1. Select the appropriate family member in which you are entering the income for
2. Identify the payment amount for the time period being entered
3. Identify the number of times that payment is paid to the individual during the pay period
4. Identify the date range for the pay period
5. Select the Income Type (ex. SSI, Unemployment, Earned Income)
6. Enter a Brief description and add the income entry for the individual
7. Continue to enter all reported income for the individual and repeat the process for other house hold members

### Example 1 (Monthly, Bimonthly and Biweekly)

Bob Hurst receives 300 per paycheck and is paid 2 times per month for the past year. He has been receiving child support in the amount of 132.50 2 times per month since October. Every 2 weeks he gets a check from his time in the military for 480.

Below describes the process for entering the different sources of income using the Income Calculation tool

#### Enter Employment Earnings

1. Select from the dropdown 'Member' field
2. Enter '300.00' for 'Payment of'
3. Enter '2' for 'Paid'
4. Enter '1' for 'times every'
5. Select 'Month'
6. 'Starting' and 'thru' fields thru' fields should be filled in for previous 3-month period
7. Select 'Employment Earnings' for 'Income Type' (look at figure below for example)
8. Select 'Add to List' when finished

Income Calculator					
Member	Melanie S. Polson			Income Calculation is for 3 months	
Payment of	\$300.00	Paid	2.00	times every	1.00 Month
Starting	05/08/2018	thru	08/02/2018	Number of Payments	6.00
Income Type	Employment Earnings			Income, this Item	\$1800.00
Description	Max Groceries			Done	Remove

### Enter Child Support Received

1. Select from the dropdown 'Member' field
2. Enter '265.00' for 'Payment of'
3. Enter '1' for 'Paid'
4. Enter '2' for 'times every'
5. Select 'Week'
6. 'Starting' and 'thru' fields thru' fields should be filled in for previous 3-month period
7. Select 'Child Support' for 'Income Type' (look at figure below for example)
8. Select 'Add to List' when finished

Income Calculator	
Member	Melanie S. Polson <input type="button" value="Income Calculation is for 3 months"/>
Payment of	\$265.00 Paid 1.00 times every 2.00 Week
Starting	05/08/2018 thru 08/02/2018 Number of Payments 6.00
Income Type	Child Support Income, this Item \$1590.00
Description	Support for Adam <input type="button" value="Add to list"/> <input type="button" value="Blank"/>

### Enter Child Support Paid

1. Select from the dropdown 'Member' field
2. Enter '125.00' for 'Payment of'
3. Enter '2' for 'Paid'
4. Enter '1' for 'times every'
5. Select 'Month'
6. 'Starting' and 'thru' fields thru' fields should be filled in for previous 3-month period
7. Select 'Child Support Payments Made' for 'Income Type' (look at figure below for example)
8. Select 'Add to List' when finished
9. \*\* Note – The Income this item is a negative number.

Income Calculator	
Member	Melanie S. Polson <input type="button" value="Income Calculation is for 3 months"/>
Payment of	\$125.00 Paid 2.00 times every 1.00 Month
Starting	05/08/2018 thru 08/02/2018 Number of Payments 6.00
Income Type	Child Support Payments Made Income, this Item -\$750.00
Description	Monthly support for Sarah <input type="button" value="Add to list"/> <input type="button" value="Blank"/>

### Enter Military Pay

1. Select from the dropdown 'Member' field
2. Enter '525.00' for 'Payment of'
3. Enter '1' for 'Paid'
4. Enter '2' for 'times every'
5. Select 'Month'
6. 'Starting' and 'thru' fields thru' fields should be filled in for previous 3-month period
7. Select 'VA Service-Connected Disability' for 'Income Type' (look at figure below for example)
8. Select 'Add to List' when finished

Income Calculator					
Member	Melanie S. Polson		Income Calculation is for 3 months		
Payment of	\$525.00	Paid	1.00	times every	1.00 Month
Starting	05/08/2018	thru	08/02/2018	Number of Payments	3.00
Income Type	VA Service-Connected Disability Cor		Income, this Item	\$1575.00	
Description	Military disability		Add to list	Blank	

## Example 2 (Prorating)

Mr. Rowland comes in and has a pay stub that provides the YTD income amount of 13,500 (01/01/2017 – 10/18/2017) however he was paid the same monthly amount the year prior. In this example we need to take the number of months he has been paid so far and divide the YTD income by that amount and multiply this number by 12 to get the amount he has been paid over the entire previous year ( $13,500 \div 10 \times 12$ ). This comes out to \$16,200.00. Here is how income is Prorated using the Income Calculator:

### Enter Employment Earnings

1. Select 'Member' field
2. Enter '13,500.00' for 'Payment of'
3. Enter '12' for 'Paid (Indicates the number of payments to prorate out to)
4. Enter '10' for 'times every' (Indicates the number of actual Payments that made up the YTD amount)
5. Select 'One-Time'
6. 'Starting' and 'thru' fields should be filled in for previous 3-month period
7. Select 'Employment Earnings' for 'Income Type' (look at figure below for example)
8. Select 'Add to List' when finished

Income Calculator									
Member	Melanie S. Polson				Income Calculation is for 3 months				
Payment of	\$13500.00	Paid	12.00	times every	10.00	One-Time			
Starting	05/08/2018	thru	08/02/2018	Number of Payments	1.20				
Income Type	Employment Earnings				Income, this Item	\$16200.00			
Description	validated by YTD amount on paystub				Add to list	Blank			