



**Early Learning
Coalition**
OF PINELLAS COUNTY

DEPARTMENT: Eligibility	SUBJECT: Procedures for “ How to Verify Calculations ”
REVISED: 10-21	AUTHORIZATION APPROVAL: Manager, Family Services

EMPLOYMENT SCREEN

The Employment screen will only accept rate of pay and hours, which may not truly be reflective of the client’s pay. Therefore, make sure the Annual Income from the *Income Calculator* is entered into the Annual Income Override section in EFS MOD per employment screen. This is to ensure the annual gross income is calculated correctly in order to pull the correct co-pays.

First Name	Emily	
Last Name	Dehaan	
Customer ID (SSN)	590-13-9424	
Income Type	Salary	
Verification Source	Pay Stubs	Hours Worked
Gross income & hours	\$1,410.00	88
Gross income & hours	\$1,272.00	79.5
Gross income & hours		
Total Pay	\$2,682.00	
Number of Pay Stubs	2	2
Average/Period	\$1,341.00	83.75
Pay Description	Biweekly	
Payment Frequency next to Frequency In Weeks	26	2
Annual Income	\$34,866.00	
Average Hrs Worked/Week		41.88

Edit Job

Employer Name (or SELF-EMPLOYED if you are self-employed) *

Address

City

State

Zip Code

Employer Phone Number *

Frequency of Pay *

Hourly Rate of Pay *

Number of Hours Worked Per Week *

Annual Income Override *

BEST PRACTICE: Please review the “Total Household Income Calculations” at the top of the client’s file to ensure this also matches the calculator. If it does not, make sure that the income in the Employment Screen, saved properly. The highlighted section below indicates a problem as it should reflect \$34,866.

Total Household Income Calculations

Employment income: \$33,280
 Alimony and child support income: \$0
 Other income: \$0
 Alimony and child support deductions: \$0
 Total annual gross income: **\$33,280**

Scan the Income calculator under attached documentation in the **Proof of Employment** section. Verify Income Calculator and supporting documentation.

Proof of Employment *

Attach the documentation necessary to establish the person's proof of employment.

Proof of Employment *

Pay stub 2 Emily DeHaan.pdf	View	Verify	Delete
<i>Verified By: kfernandes@elcpinellas.net On: 7/3/2018 9:44:09 AM</i>			
Pay stub 3 Emily DeHaan.pdf	View	Verify	Delete
<i>Verified By: kfernandes@elcpinellas.net On: 7/3/2018 9:44:05 AM</i>			
Emily Dehaan employment worksheet.pdf	View	Verify	Delete
<i>Verified By: akontodiakos@elcpinellas.net On: 7/2/2018 3:46:30 PM</i>			
Upload Document...			

CHILD SUPPORT AND OTHER INCOME SCREENS

All forms of Other Income need to be entered as monthly.

Child Support		
CS Website	Edit Monthly Alimony and Child Support Income	
\$100.00	How much does Nancy Test brenda TEST receive in alimony and child support per month?	
\$200.00	Alimony *	\$ 0
\$100.00	Child Support *	\$ 487.50
\$50.00	Attach the documentation necessary to establish proof of child support income.	
\$450.00	Proof of Child Support Income * <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Test.docx View Verify Delete</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Upload Document...</div>	
4		
\$112.50		
Weekly		
62		
\$5,850.00	Save Cancel	

- ✓ Take Annual Income from Income Calculator and divide by 12 to determine monthly income.
 - Ex. \$5,850/12=\$487.50 monthly
- ✓ Check Total Household Income Calculations to make sure it matches Income Calculator.

Total Household Income Calculations

Employment income: **\$19,651.00**
 Alimony and child support income:
\$5,850.00
 Other income: **\$0.00**
 Alimony and child support deductions:
\$0.00
 Total annual gross income: **\$25,501.00**

If a client is receiving any additional income, it automatically adds to the client's gross annual income *regardless if the income type is included or excluded*.

Other Income

Emily Joy DeHaan
Income: \$250 per month from Food Stamps (Not included in calculation)(Federal Reporting Requirement)
Note:

Edit Remove

Omit

Add Other Income... History

Total Household Income

Calculations

Employment income: **\$33,280**

Alimony and child support
income: **\$0**

Other income: **\$3,000**

Alimony and child support
deductions: **\$0**

Total annual gross income:
\$36,280

- ✓ Select the Omit button for any form of excluded income (Food Stamps, SSI for a child, etc) in order for it not to be added to a client's Total annual gross income.

Other Income

Emily Joy DeHaan
Income: \$250 per month from Food Stamps (Not included in calculation)(Federal Reporting Requirement)
Note:

Edit Remove

Omit

Add Other Income... History

- ✓ Check Total Household Income Calculations to ensure that income has been excluded.

Total Household Income

Calculations

Employment income: **\$33,280**

Alimony and child support
income: **\$0**

Other income: **\$0**

Alimony and child support
deductions: **\$0**

Total annual gross income:
\$33,280

DEDUCTIONS

The monthly *deductions* (child sup paid out, etc) go under the deductions tab. There is nowhere to upload supporting documentation in this section (for example if you pull it up on the child sup website as proof).

Edit Monthly Alimony and Child Support Payment

How much does **Emily Joy DeHaan** pay in alimony and child support per month?

Alimony

Child Support

- ✓ If the proof of deductions is not on the pay stub, just upload the supporting documentation (ex. Child Sup website) under Additional Documentation.

Documents

Additional Documentation

There are no attached documents of this type.

- ✓ Ensure the income deducts properly in the Total Household Income Calculations section:

Total Household Income Calculations

Employment income: **\$33,280**

Alimony and child support income: **\$0**

Other income: **\$0**

Alimony and child support deductions: **\$1,200**

Total annual gross income: \$32,080

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.