

HOW TO CALCULATE INCOME

	If a client is paid:	To figure work income:	Divide By:	Multiply by:	Gives you:
DAY	Once a DAY	Add Gross Wages	# of Pay periods	Average # of days worked per week	Annual wages income
WKLY	Once a WEEK	Add Gross Wages	# of Pay periods	52 weeks in year	Annual wages income
BIWK	Every other WEEK	Add Gross Wages	# of Pay periods	26 pay periods in year	Annual wages income
SEMI	Twice a MONTH	Add Gross Wages	# of Pay periods	24 pay periods in year	Annual wages income
HEAD STRT	10 month Schedule	Add Gross Wages	# of Pay periods	21.0 pay periods in year	Annual wages income
HEAD STRT	12 month Schedule	Add Gross Wages	# of Pay periods	26 pay periods in year	Annual wages income

NOTE: If a client is on a 10 month schedule and works during the Summer months that income must be ADDED to the Annual Income projection to determine the new Annual Income. Usually, this calculation affects School Board and Head Start employees.

School Board employees: If you know the type of work the client is doing for the school board you will use the following calculations: Add all pay stubs, divide by the number of pay stubs you have then multiply by:

<u># of pay periods</u>	<u>type of work</u>	<u>Months</u>
20.5	Cafeteria Attnds	9
21.1	Bus Drivers	9
20.9	Food Service	9
21.2	Support/Admin/PTs	10
21.2	Instructional	10
23.3		11
26.1		11.5
26.1		12

Note: there are other jobs with the school board such as janitorial, maintenance, nurses, social workers that you will need to call the client to verify how often they are being paid to calculate their fees

- Using the chart on the previous page, determine if there are any other types of income that come into the household and count, or do not count, and ADD that to the above Annual income to determine the Annual Household income.
 - ANNUAL WAGES INCOME + OTHER COUNTED INCOME TYPES = ANNUAL HOUSEHOLD INCOME.**
- Determine if Client is eligible for FULL time or PART time child care (based on hours worked and **funder**).
 - BG5 funding is the only one that allows clients to be working less than 20 hours and receive PART time care.
 - Most other funders require clients to be working, going to school or a combination for at least 20 hours per week to be eligible for FULL time care.
- Determine the family size:
 - A family consists of a parent/guardian or parents/guardians living together, their minor children and any other minor child whom they are legally responsible. If the family lives with an aunt, uncle, grandparent that is not supported by the family you will not count them or their income in the family size. If a client is living with a friend who is not a biological or legal parent of the minor child being placed into care you will NOT count them or any children who may belong to that friend in the family size.
- Determine Parent fees using the School Readiness Sliding Fee Schedule:
 - Find Family size, across the top of the page
 - Follow that line down until you find the range that includes the Annual Household Income, determined in step #2.
 - Follow that to the left, under the heading "Daily Fee". That number will be your full time and part time daily fees.
- Self Employed Clients:** for non referral clients set up clients that are self employed with a review date of April 30th or May 15th. If the client is under a referral program follow the referral dates.