



## Child Nutrition & Wellness

785-296-2276

785-296-0232 (fax)

120 SE 10<sup>th</sup> Avenue • Topeka, KS 66612-1182 • 785-296-6338 (TTY) • [www.ksde.org](http://www.ksde.org)

### **Computing Household Income to Determine Eligibility for Reduced Price and Free Child Nutrition Program Benefits**

August 1, 2008

Households are not required to report income in dollars and cents. However, if cents are reported, include them in all calculations. Cents are dropped only from the total household income prior to looking up the household's income in the applicable federal Income Eligibility Guidelines. This applies to both manual calculations and those done by computer software.

#### **If ALL household income is received with the same frequency:**

1. Add the income from all sources, including cents if listed.
2. Drop cents, if any, from the household's total income.
3. Look up the household's total income using the Income Eligibility Guidelines for the applicable income frequency (i.e. weekly, every 2 weeks, twice a month, monthly or yearly).

#### **If household income is received with different frequencies:**

1. For each income frequency, total the income from all sources, including cents if listed.
2. Convert the total income for each frequency to a yearly amount using the following conversion factors:
  - Weekly income x 52
  - Every 2 weeks x 26
  - Twice a month x 24
  - Monthly x 12
  - Yearly x 1

**Only** the conversion factors listed above can be used for manual calculations and in automated systems.

3. Compute total household income by adding the annualized income for each frequency.
4. Drop cents, if any, from the household's total income.
5. Look up the household's total income using the Income Eligibility Guidelines for yearly income.