

CoC TBRA Household Income, Adjustments, and Rent Calculations Worksheet

Client Unique ID:

Calculation Date:

Check Applicable Box: Initial Calculation Interim Calculation Recertification Calculation

HEARTH regulation 24CFR578.77(c) requires that each program participant on whose behalf rental assistance payments are made must pay a contribution toward rent, including utilities, in accordance with section 3(a)(1) of the U.S. Housing Act of 1937 (42 U.S.C. 1437a(a)(1)): the higher of: (1) 30 percent of the family's monthly adjusted income (adjustment factors include the age of the individual, medical expenses, size of family and child care expenses and are described in detail in 24CFR5.609); (2) 10 percent of the family's monthly gross income; or (3) If the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of the payment that is designated for housing costs." Documentation and Verification of Income: As a condition of participation in the program, each household must agree to supply such certification, release, information, or documentation as the provider determines to verify the client's income.

SECTION I: GROSS TOTAL HOUSEHOLD INCOME

The total income of the household (Annual Gross Household Income) is from all sources anticipated to be received in the 12-month period following the effective date of the income certification. Therefore, income must be ANNUALIZED, e.g. payment amount multiplied by number of payment periods per year for all income sources.

*** NOTE: ALL BLUE CELL INFORMATION MUST BE ADDED MANUALLY**

		Entired Household <i>(All members)</i>	
1)	The full amount (before payroll deductions) of annual earned wages and salaries, overtime pay, commissions, fees, tips and bonuses, other compensation for personal services prior to payroll deductions. Does not apply to armed forces service. Applies to employment income of client and all household members 18 and older. <i>(For full-time students who are 18+, but are NOT head, co-head, spouse or sole member, only \$480 of their total annual earned income should be included here.)</i>		
2)	Net income from operation of a personally owned business or profession.		
3)	All regular pay, special pay and allowances of a member of the Armed Forces. (Except Hostile Fire Pay)		
4)	Periodic payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, excluding lump sum payments for the delayed start of a periodic payment. (Except as provided in 24CFR 5.609(c)(14))		
5)	Payments in lieu of earnings, such as unemployment, disability, worker's compensation, and severance pay. (Except as provided in 24CFR 5.609(c)(3))		
6)	Welfare assistance, including payments made under other programs funded, separately or jointly, by federal, state, or local governments which are not excluded by Federal Statutes. (See 24 CFR Parts 5.609 & 5.611)		
7)	Periodic allowances including alimony and child support payments, and regular contributions or gifts received from organizations or persons not residing in the residence.		
8)	Interest, dividends, and other net income of any kind from real or personal property. If net family assets are in excess of \$5,000, annual income shall include the greater of actual income derived from net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. <i>For the current passbook savings rate, utilize the HUD-approved rate for the local Section 8 program office.</i>		
9)	TOTAL ANNUAL GROSS ENTIRE HOUSEHOLD INCOME. <i>(Sum of Lines 1-8)</i>		
	Note: Total household income must be reassessed at least annually. If, however, there is substantial change in the household's income during the year, an adjustment must be made to the resident rent to reflect the change in income.		

