

WIA Family Income Worksheet: Part II Annualized Income Calculation

Family Member Name: _____ Relationship to Applicant: _____

Income Review Period From: _____ To: _____

The income review period includes the 26 weeks prior to the application date.

(Application Date)

Complete this worksheet for each family member with earned income from sources listed in Part I.

Work History: Describe the family member's work history over the past 6 months.

	Employer	Start Date	End Date	# Weeks Worked During Income Review Period
1				
2				
3				

Average Pay Method: Use this method if the family member provides at least 2 pay stubs.

#	Employer	Pay Period End Date	Gross Pay	÷	# Weeks in Pay Period *	=	Weekly Gross Income
1				÷		=	
2				÷		=	
3				÷		=	
4				÷		=	
a) Average Weekly Gross: Sum of Weekly Gross Income ÷ # of Paystubs						=	
b) Total Income: Average Weekly Gross × # Weeks Worked During Income Review Period						=	
c) Annualized Income: Total Income × 2						=	

* Pay period: weekly = 1; bi-weekly = 2; monthly = 4.3

Year-to-Date Method: Use this method if the family member provides a recent pay stub with the cumulative year-to-date gross earnings indicated on it. Note that this method cannot be used with pay stubs dated before April 1st.

Employer	Pay Period End Date	Year-to-Date Gross Pay	÷	Year-to-Date Weeks Worked	=	Weekly Gross Income	
			÷		=		
a) Total Income: Average Weekly Gross × # Weeks Worked During Income Review Period						=	
b) Annualized Income: Total Income × 2						=	

Intermittent Work/Other Income Method: Use this method if the family member has not had steady work with one or more employers during the review period. Note that this method must be supplemented with a self-certification detailing missing pay stubs, non-work periods and other forms of support during the income review period.

	Employer	Other Information	Start Date	End Date	Total Gross Income	
1						
2						
3						
a) Annualized Income: Sum of Total Gross Income × 2					=	

Comments/Additional Information: _____
