

**HOPWA Household Income, Adjustments, and Rent Calculations Worksheet** Rev. 11/01/2015

<b>Client Unique ID:</b> <input style="width: 90%;" type="text"/>	<b>Calculation Date:</b> <input style="width: 90%;" type="text"/>
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**Check Applicable Box:**    **Initial Calculation**                       **Interim Calculation**                       **Recertification Calculation**

HOPWA regulation 24CFR574.310d(1)(2)(3) states: "Resident rent payment. Except for persons in short-term supported housing, each person receiving rental assistance under this program or residing in any rental housing assisted under this program must pay as rent, including utilities, an amount which is 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 client must agree to supply such certification, release, information, or documentation as the agency 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**

	Entire 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>	\$0	
2) Net income from operation of a personally owned business or profession.	\$0	
3) All regular pay, special pay and allowances of a member of the Armed Forces. (Except Hostile Fire Pay)	\$0	
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))	\$0	
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))	\$0	
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 Part 5.609 & 5.611 Tab of this Excel Workbook)	\$0	
7) Periodic allowances including alimony and child support payments, and regular contributions or gifts received from organizations or persons not residing in the residence.	\$0	
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) <b>TOTAL ANNUAL GROSS ENTIRE HOUSEHOLD INCOME.</b> <i>(Sum of Lines 1-8)</i>		<b>\$0</b>
<b>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.</b>		



