



Income Determination Worksheet

In the event the **LIHEAP Energy Software (LES)** system is down, the **Income Determination Worksheet** may be used to determine the monthly income for completing paper applications, until they can be entered into the LES for processing.

Part 1. Establish Earned Income. Enter verified income from the last 30 days for all employed household members 18 years of age or older on the table below. Enter on Line 1.

Check Stub	Pay Period Ending Date or Check Date	Gross Pay
1.		
2.		
3.		
4.		
	Total	1. \$

Part 2. Obtain Average Earned Income.

Divide the amount on Line 1 by number of check stubs and enter the result on Line 2.

Note: If pay stubs were excluded due to fluctuations in earnings, divide by the number of valid pay stubs.

2. \$

Part 3. Conversion to Gross Monthly Income

Based on how often the applicant is paid, perform the appropriate calculation to obtain gross monthly income.	Frequency of Pay	Conversion Factor
	Weekly	Multiply Line 2 by 4.333
	Biweekly (every other week)	Multiply Line 2 by 2.167
	Twice a month	Multiply Line 2 by 2
Annually	Divide annual income by 12	
Enter result of conversion on Line 3.		3. \$

Part 4. Establish Unearned Income. List each type and amount of unearned income in the table below. Enter total on Line 4. **Note:** If unearned income is not received on a monthly basis, use the appropriate conversion factor (see table above) to convert the amount to monthly.

Type of Unearned Income	Gross Monthly Amount
Total	4. \$

Part 5. Gross Monthly Income.

Add Lines 3 and 4 and enter the sum on Line 5. This is the gross monthly income.

5. \$

Part 6. Determining Eligibility. Use the figure on Line 5, along with family size, to determine an applicant's income eligibility, using the 60% of State Median Income.