

**Income Eligibility Calculation Worksheet**

To be eligible for DRF Housing Assistance and Services income must be LESS THAN OR EQUAL TO 100% AMI at initial intake and during recertification every 3 months (and meet other DRF eligibility requirements). Grantees should use this worksheet to determine whether an applicant household meets the DRF income eligibility threshold. A copy of this worksheet should be kept in the DRF participant case file. All income from 30 days before intake should be on this form and proofs should be in the client file.

Date:			Type of Evaluation:		
Household Member Number	Household Member Name				Age of Household Member
1					
2					
3					
4					
5					
6					
7					
8					
Total Household Members (Household size)					0
100% of Area Median Income (AMI) for Household Size					#N/A
Household Member Number/Name	Sources of Household Income	Currently Documented Gross Income Amount	Frequency of Income	Number of Payments per Year	Annual Gross Income
	Zero Income (signed form in file)				\$ -
	Earned Income (for ADULT household members only)				\$ -
	Earned Income (for ADULT household members only)				\$ -
	Earned Income (for ADULT household members only)				\$ -
	Self-employment/business income				\$ -
	Self-employment/business income				\$ -
	Interest & Dividend Income				\$ -
	Interest & Dividend Income				\$ -
	Pension/Retirement Income				\$ -
	Pension/Retirement Income				\$ -
	Unemployment & Disability Income				\$ -
	Unemployment & Disability Income				\$ -
	TANF/Public Assistance				\$ -
	TANF/Public Assistance				\$ -
	Alimony, Child Support and Foster Care Income				\$ -
	Alimony, Child Support and Foster Care Income				\$ -
	Armed Forces Income				\$ -
	Armed Forces Income				\$ -
	Other (specify):				\$ -
	Other (specify):				\$ -
Total Annual Gross Income from all Sources					\$ -
100% of Area Median Income for Household Size					#N/A
Variance (If less than AMI, then household is income eligible)					#N/A
<i>Is the household at or below 100% Area Median Income according to DRF guidelines?</i>					<i>#N/A</i>