



# FOOD ASSISTANCE BUDGET WORKSHEET

1. Name: \_\_\_\_\_ Case #: \_\_\_\_\_ Seq.: \_\_\_\_\_ Month(s): \_\_\_\_\_

2a. **Gross Monthly Earned Income**     \$ \_\_\_\_\_  
       + \$ \_\_\_\_\_  
       + \$ \_\_\_\_\_  
**b. Total Earned Income**.....= \$ \_\_\_\_\_

3a. **Gross Monthly Unearned Income** \$ \_\_\_\_\_  
       + \$ \_\_\_\_\_  
       + \$ \_\_\_\_\_  
**b. Total Unearned Income**.....= \$ \_\_\_\_\_

4. **Total Monthly Gross Income:** Tot. Earned(2b) \$ \_\_\_\_\_ + Tot. Unearned(3b) \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Compare to) **Maximum Gross Income Standard:** \$ \_\_\_\_\_ (for HH Size of) \_\_\_\_\_  
**Result:** The Assistance Group has  Passed  Failed the Food Assistance **Gross** Income Test

5. a. **Total Earned Income** (2b)     \$ \_\_\_\_\_  
 b. 20% Exclusion                         - \_\_\_\_\_  
 c. Subtotal                                 = \_\_\_\_\_  
 d. **Total Unearned Income** (3b)     + \_\_\_\_\_  
 e. Total Income                           = \_\_\_\_\_  
 f. Standard Deduction                 - \_\_\_\_\_  
 g. **Total income**                         = \_\_\_\_\_  
 h. Homeless Income Deduction     - \_\_\_\_\_  
 i. **Total Net Income**                   = \_\_\_\_\_  
 7. a. **Excess Medical Expenses** (6c) - \_\_\_\_\_  
 b. **Total**                                     = \_\_\_\_\_  
 c. Dependent Care                       - \_\_\_\_\_  
 d. Net Income                               = \_\_\_\_\_  
 e. Child Support Paid                   - \_\_\_\_\_  
 f. **Adjusted Net Income**               = \_\_\_\_\_

**6. Medical Expenses:** (qualified recipients only)  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 a. **Total Medical**                         \$ \_\_\_\_\_  
 b. Minus Medical Standard             - \_\_\_\_\_  
 c. **Excess Medical Expenses**         = \_\_\_\_\_

8. **Adjusted Net Income** (7f)             \$ \_\_\_\_\_  
**X .50 = Shelter Standard**             \$ \_\_\_\_\_

10. a. Adjusted Net Income (7f)         \$ \_\_\_\_\_  
 b. **Excess Shelter Deduction** (9g) - \_\_\_\_\_  
 c. **FA Adjusted Net Income**           = \_\_\_\_\_

**9. Shelter Expenses:**  
 a. Mortgage/Rent                         \$ \_\_\_\_\_  
 b. Insurance/Taxes                       + \_\_\_\_\_  
 c. Utilities (SUA/BUA/Phone)         + \_\_\_\_\_  
 d. Other: \_\_\_\_\_                     + \_\_\_\_\_  
 e. **Total Shelter**                         = \_\_\_\_\_  
 f. Shelter Standard (from 8)           - \_\_\_\_\_  
 g. **Excess Shelter Deduction**         = \_\_\_\_\_

11. Compare **FA Adj. Net Income** (10c) \$ \_\_\_\_\_ to **Maximum Net Income Std.** \$ \_\_\_\_\_ for HH Size \_\_\_\_\_  
**Result:** The Assistance Group has  Passed  Failed the Food Assistance **Net** Income Test

12. a. **FA Adjusted Net Income** (10c)     \$ \_\_\_\_\_  
       \_\_\_\_\_ **X 30%**  
 b. Benefit Reduction (*round up*)     = \_\_\_\_\_  
 13. a. Maximum Allotment                 \$ \_\_\_\_\_  
 b. **Benefit Reduction** (12b)           - \_\_\_\_\_  
 c. Monthly Allotment                     = \_\_\_\_\_  
 d. **Proration Factor**\*\* (see page 2) **X** \_\_\_\_\_  
 e. First Month Benefits                 = \_\_\_\_\_  
       \*\* *Prorate Initial Month only*

14. **For Calculation of Restored Benefits:**  
 a. Corrected Allotment                 \$ \_\_\_\_\_  
 b. Actual Allotment Issued             - \_\_\_\_\_  
 c. Restored Benefit Amount           = \_\_\_\_\_

15. **For Calculation of Overissuance**  
 a. Actual Allotment Issued             \$ \_\_\_\_\_  
 b. Corrected Allotment                 - \_\_\_\_\_  
 c. Amount of Overissuance           = \_\_\_\_\_

Reason for Worksheet: \_\_\_\_\_

ESS Signature: \_\_\_\_\_ Date: \_\_\_\_\_