

## Basic Food Calculation

Use this form to calculate Basic Food benefits when systems are down.

1. CLIENT NAME	2. CLIENT IDENTIFICATION NUMBER	3. NUMBER OF AU MEMBERS
4. ELDERLY / DISABLED MEMBER? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. CATEGORICALLY ELIGIBLE (CE)? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. RESOURCE ELIGIBLE (NON-CE ONLY)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "No" for items 5 and 6 above, the AU is not eligible for Basic Food.		
<b>7. Earned Income (Not Excluded)</b> A. Self-employment gross income _____ B. Self-employment expenses - _____ C. Net self-employment income = _____ D. Earnings from wages, salary, tips, or commissions _____ E. Net self-employment from 7C + _____ <b>F. Total earned income = _____</b>  <b>8. Unearned Income (Not Excluded)</b> A. Child support received by AU _____ B. PA grant (ABD, RCA, TANF, PWA) + _____ C. Penalty income (from sanctions) + _____ D. Pension benefits + _____ E. Railroad retirements + _____ F. Social Security and SSI benefits + _____ G. Unemployment compensation + _____ H. Other countable (such as VA, student aid) + _____ <b>I. Total unearned income = _____</b>  <b>9. Gross Income</b> A. Total earned income from 7F _____ B. Total unearned income from 8I + _____ C. Net farm loss offset (if any) - _____ D. Child support paid by AU - _____ <b>E. Gross income for AU = _____</b> <b>F. If answer to 4 or 5 is yes, skip to section 10.</b> G. Compare 9E to gross monthly income limit for AU. <b>Deny assistance if AU's income is over the limit.</b>  <b>10. Medical Costs for Elderly / Disabled</b> A. One-time out-of-pocket expenses _____ B. Ongoing out-of-pocket expenses + _____ C. Total estimated medical expenses = _____ D. Subtract first \$35 each month - <b>35.00</b> <b>E. Medical expense deduction = _____</b>	<b>11. Countable Income</b> A. Gross income from 9E _____ B. Standard deduction based on AU size - _____ C. Out-of-pocket dependent care expenses - _____ D. Medical expenses deduction from 10E - _____ E. Earned income deduction (20% of 7F) - _____ <b>F. Countable income = _____</b>  <b>12. Excess Shelter Deduction</b> A. SUA, LUA, TUA or ZUA _____ B. Rent or space rent + _____ C. Mortgage + _____ D. Tax and insurance outside of mortgage + _____ E. Repairs due to natural disaster + _____ F. Total shelter costs = _____ G. ½ countable income from 11F - _____ H. Excess Shelter = _____ <b>I. If AU has elderly/disabled member, shelter deduction is 12H = _____</b> <b>J. If no elderly/disabled member, shelter deduction is 12H or maximum shelter deduction, whichever is lower. = _____</b>  <b>13. Net Income</b> A. Countable income from 11F _____ B. Shelter deduction from 12I or 12J - _____ <b>C. Net income for Basic Food = _____</b> D. If AU has an elderly or disabled member, compare 13C to net income limit for AU. <b>Deny assistance if AU is over the net income limit.</b>  <b>14. Basic Food Benefits for Month</b> A. Maximum allotment for AU size _____ B. 30% of amount from 13C - _____ <b>C. Basic Food for entire month, rounded down (\$15 minimum for eligible 1 or 2 person AUs) = _____</b>	
<b>15. How to Prorate the First Month's Benefits for Basic Food</b>		
A. Subtract the AU's effective date for Basic Food from 31 even if there are less than 31 days in the month. (e.g., if the effective date is September 19 <sup>th</sup> : 31-19 = 12.)		
B. Divide the result from 15-A by thirty (e.g., 12 ÷ 30 = 0.4)		
C. Basic Food benefits for entire month from 14C		
D. Multiply by the result in 15B	x	
<b>E. Prorated Basic Food benefits</b> (round down to next whole dollar.) Note: Benefits are not issued if amount is under \$10.	=	