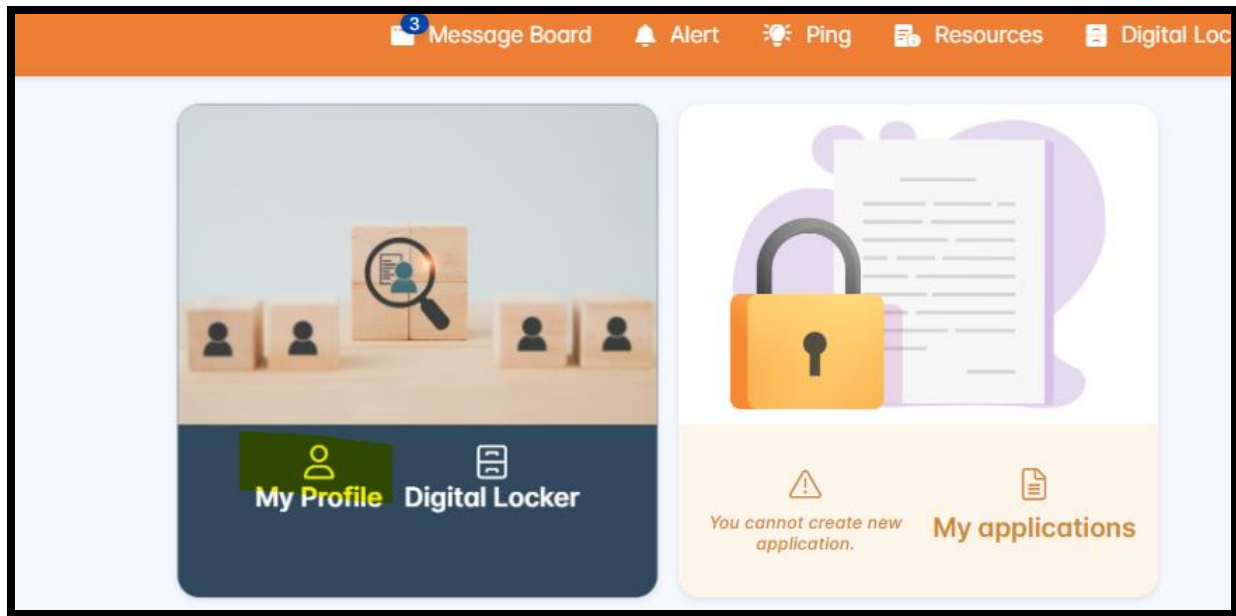# How to Find and Calculate Gross Income In Citizen Portal

Step 1. Go to my profile

Step 2. On desktop navigate to household income tab and on mobile device click next until you get to the household income tab

Step 3. The income listed here should be your gross (pre-tax) income per pay frequency (weekly, biweekly, monthly, bimonthly or monthly)

Step 4. You will use the income calculation tool provided at the bottom of this document to get your 30 days monthly income counted for eligibility.

Note: Multipliers on biweekly and weekly income account for select months of the year where you may get an additional check and this can affect eligibility calculation outcome.

Step 5: Enter your calculated monthly gross income and family size into the provided copay calculation tool to determine your estimated monthly copay

Income Calculation Tool

<table>
<tr><td>Paid Weekly</td><td>Date of Checks:</td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td></td><td>Gross Amounts:</td><td colspan="2">$</td><td colspan="2">$</td><td colspan="2">$</td><td>$</td><td>Total $</td></tr>
<tr><td></td><td colspan="4">Total Income Divide by 4:</td><td colspan="5">Total monthly work hours:</td></tr>
<tr><td></td><td colspan="4">Total Income Multiplied by 4.334: $</td><td colspan="5">Total hours divided by 4:</td></tr>
<tr><td></td><td colspan="4">Total Monthly Income: $</td><td colspan="5">Total weekly hours reflected in SRA</td></tr>
</table>

<table>
<tr><td>Paid Bi-Weekly</td><td>Date of Checks:</td><td colspan="3"></td><td></td></tr>
<tr><td></td><td>Gross Amounts:</td><td colspan="2">$</td><td>$</td><td>Total $</td></tr>
<tr><td></td><td colspan="3">Total Income Divide by 2:</td><td colspan="2">Total monthly work hours:</td></tr>
<tr><td></td><td colspan="3">Total Income Multiplied by 2.167: $</td><td colspan="2">Total hours divided by 4:</td></tr>
<tr><td></td><td colspan="3">Total Monthly Income: $</td><td colspan="2">Total weekly hours reflected in SRA:</td></tr>
</table>

<table>
<tr><td>Paid Twice Monthly</td><td>Date of Checks:</td><td colspan="3"></td><td></td></tr>
<tr><td></td><td>Gross Amounts:</td><td colspan="2">$</td><td>$</td><td>Total $</td></tr>
<tr><td></td><td colspan="3">Total Divide by 2:</td><td colspan="2">Total monthly work hours:</td></tr>
<tr><td></td><td colspan="3">Total Multiplied by 2: $</td><td colspan="2">Total hours divided by 4.334:</td></tr>
<tr><td></td><td colspan="3">Total Monthly Income: $</td><td colspan="2">Total weekly hours reflected in SRA:</td></tr>
</table>

<table>
<tr><td>Paid Monthly / OEC-575</td><td colspan="2">Date of Check:</td></tr>
<tr><td></td><td colspan="2">Gross Amounts: $</td></tr>
<tr><td></td><td>Total Monthly Income: $</td><td>Total monthly work hours   / 4.334 =</td></tr>
</table>

<table>
<tr><td>Self-Employment Income</td><td>Federal Income Tax Forms / Gross Income:</td><td>Yearly Income   / 7.25 (fed min wage) / 52 = weekly work hours</td></tr>
<tr><td></td><td>$ Divide by 12</td><td>   monthly work hours divided by 4.334 = weekly hours</td></tr>
<tr><td></td><td>Total Monthly Income: $</td><td>Total weekly work hours</td></tr>
</table>

<table>
<tr><td>TOTAL HOUSEHOLD MONTHLY INCOME:</td><td>Parent 1: $ +</td><td>Parent 2: $ =</td><td>Total $</td></tr>
</table>