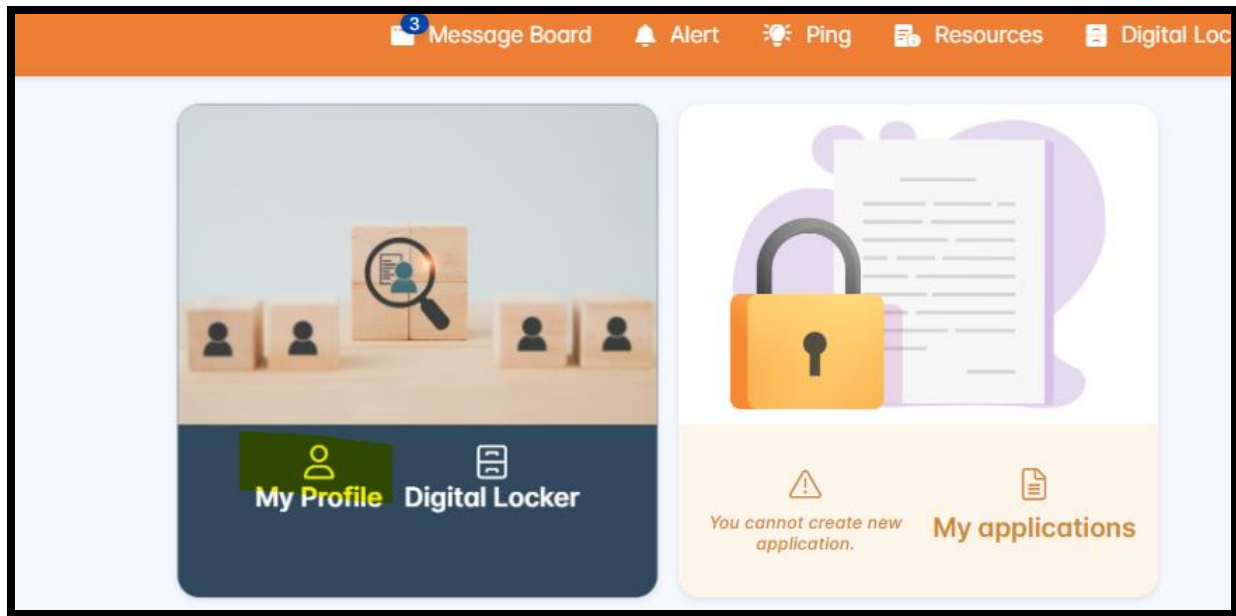




## How to Find and Calculate Gross Income In Citizen Portal

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

The screenshot shows the 'My Profile' page. On the left is a dark blue sidebar with a 'My Profile' header and a list of tabs: Back to home, Applicant/Teen Parent Information, Address Information, Household Information, Employment Information, School Information, Household Income (highlighted in orange), Information for Child(ren) Services are Requested, Emergency Contact and Consent Information, and Authorized Representative. The main content area is titled 'My Profile' and includes a button 'Open digital locker'. Below this is the 'Household Income' section, which has a green '+ Add Household Income' button. A table displays the following data:

Name of person receiving	Gross Wages	SSI/SSA	Commission/Bonus	Other
  Allison Wonderland	\$400.00 Weekly	\$0.00	\$0.00	

At the bottom right of the table are 'Back' and 'Next' buttons.

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

**My Profile**

Back to home

Applicant/Teen Parent Information

Address Information

Household Information

Employment Information

School Information

**Household Income**



Information for Child(ren) Services are Requested

Emergency Contact and Consent Information

Authorized Representative

**My Profile** Open digital locker

**Household Income** + Add Household Income

Name of person receiving	Gross Wages	SSI/SSA	Commission/Bonus	Other
  Allison Wonderland	\$400.00 Weekly	\$0.00	\$0.00	

Back Next

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

<b>Paid Weekly</b>	Date of Checks:				
	Gross Amounts:	\$	\$	\$	Total \$
	Total Income Divide by 4:			Total monthly work hours:	
	Total Income Multiplied by 4.334: \$			Total hours divided by 4:	
	Total Monthly Income: \$			Total weekly hours reflected in SRA	
<b>Paid Bi-Weekly</b>	Date of Checks:				
	Gross Amounts:	\$	\$	Total \$	
	Total Income Divide by 2:			Total monthly work hours:	
	Total Income Multiplied by 2.167: \$			Total hours divided by 4:	
	Total Monthly Income: \$			Total weekly hours reflected in SRA:	
<b>Paid Twice Monthly</b>	Date of Checks:				
	Gross Amounts:	\$	\$	Total \$	
	Total Divide by 2:			Total monthly work hours:	
	Total Multiplied by 2: \$			Total hours divided by 4.334:	
	Total Monthly Income: \$			Total weekly hours reflected in SRA:	
<b>Paid Monthly / OEC-575</b>	Date of Check:				
	Gross Amounts: \$				
	Total Monthly Income: \$			Total monthly work hours / 4.334 =	
<b>Self-Employment Income</b>	Federal Income Tax Forms / Gross Income:			Yearly Income / 7.25 (fed min wage) / 52 = weekly work hours	
	\$ Divide by 12			monthly work hours divided by 4.334 = weekly hours	
	Total Monthly Income: \$			Total weekly work hours	
<b>TOTAL HOUSEHOLD MONTHLY INCOME:</b>		Parent 1: \$	+	Parent 2: \$	= Total \$