



**CCAP B-3 Seats Pilot Program
Eligibility Training
September 7, 2023**

Agenda

- I. Why Eligibility Determination Matters
- II. Eligibility Requirements
 - A. Household Composition
 - B. Income
 - C. Child and Family Documentation
- III. Next Steps

CCAP B-3 Seats

Why Eligibility Determination Matters

*It is the responsibility of the Community Network Lead Agency to determine eligibility of all applicant families **prior** to their enrollment in a seat.*

Why is eligibility determination, and doing it correctly, so important?

- The share of children living in poverty in Louisiana increased slightly to 26.8% in 2019 from 26.2% in 2018 leaving 280,000 Louisiana children to struggle, including 140,000 in deep poverty (The Louisiana Budget Project).
 - *The need and demand is astronomical, and it is critical to ensure the children being served are the ones **who need it most**.*
- Verifying a child's eligibility helps ensure they are in the correct publicly funded program
- Demonstrates the **actual, accurate** need in Louisiana, which is critical for future funding requests, both at the state and federal levels

CCAP B-3 Seats

Why Eligibility Determination Matters

Eligibility determination, and successful monitoring reports, will be critical in ensuring successful future funding requests.

Eligibility determination will be evaluated by the LDOE's Early Childhood Monitoring team, just as they have done in past years for the ECE Fund, CCAP B-3 Seats, and LA4.

Failure to comply with the eligibility criteria set forth in this fund may impact future allocations.

Eligibility determination is part of being a responsible fiscal agent.



Eligibility Requirements



CCAP B-3 Seats Eligibility Determination

CCAP B-3 Seats eligibility is aligned with Child Care Assistance Program requirements. Please review [CCAP eligibility requirements](#).

The eligibility criteria for CCAP, and thus CCAP B-3 Seats, are as follows:

- Verification of birth date and immunization records
- Income eligibility (**85% State Median Income**)
- Work/school/training confirmation or actively *seeking* work for at least **20 hours per week**
 - Families of children with disabilities need to only meet **15 hours per week** of work or training
- DCFS Placement agreement for children in foster care*

Eligibility for CCAP B-3 Seats lasts through the funding period, for 2023-2024 this is until June 30, 2024.

**Categorically eligible children should be enrolled immediately. Categorically eligible children still require documentation to verify their categorical eligibility.*

CCAP B-3 Seats

Family Eligibility - Household Composition

The members of the household include: the head of household, legal or non-legal spouse, children below the age of 18, and, if applicable, a minor unmarried parent.

Household Composition:

- Head of household (caregiver applying, HOH)
- Legal or non-legal spouse of parent applying
- All dependent children below the age of 18
 - *If parent is a minor unmarried parent (MUP), the parent of the MUP is the head of household*
 - *A MUP aged 16-17 years must additionally meet the school or training requirements*
 - *If they are 18 years of age or older, they are a HOH.*

*Household composition does **not** include: aunts, uncles, adult children, grandparents, etc. Only people who are a legal guardian of a child, or a legal dependent under the age of 18 of the HOH.*

CCAP B-3 Seats

Family Eligibility - Adults with a Disability

*Verification of disability allows adults in a household to be **exempt** from work or actively seeking employment requirements for the CCAP B-3 Seats pilot.*

Verification of disability includes:

- Social Security Administration payments
- Supplemental Security Income payments
- Veterans Affairs disability benefits at 70% or higher
- Doctor's statement of disability with date of letter

All disability verification must include the name of the person, the dates of validity of those benefits, and the dollar value of those benefits, if applicable. If one parent is disabled and the other is not, the not-disabled parent must still meet employment or training requirements.

CCAP B-3 Seats

Family Eligibility - Household Composition

Common errors in eligibility determination stem from misunderstanding the household composition.

- If a grandparent(s) applies for grandchild, **they must still meet the work requirements of the pilot**, even if “retired.”
- Ensure that the “family” has the same number of household members on all eligibility documents (i.e. application, family eligibility worksheet, etc.).
- If there are two parents in the household, **both must meet the work/training/actively seeking employment requirements.**
- Adults with a disability **do not** need to meet work requirements, with proper verification.

CCAP B-3 Seats

Family Eligibility - Household Composition Examples

Household Example 1	
Head of Household	Mom - Jane
Legal/Non-legal spouse	Dad - Jack
Child 1, aged 3	Jolene
Child 2, aged 7	John
Total Members	4 - all

Household Example 2	
Other Adult	Grandmother living in home - Bertie
Other Adult	19 year old son college student working from home - Billy
Head of Household	Mom - Barbara
Legal/Non-legal spouse	none
Child, aged 2 months	Beth
Total Members	2 - Barbara and Beth

CCAP B-3 Seats

Family Income (Total of Earned and Unearned)

Families that are at or below 85% State Median Income (SMI) are eligible to participate in the CCAP B-3 Seats pilot. Income trumps all other eligibility. Over income means the family cannot participate.

Federal Income Limits: 85% SMI	
Family Size	Gross Monthly Income
2	\$4,020
3	\$4,966
4	\$5,912
5	\$6,858
6	\$7,804
7	\$7,981
8	\$8,159
9	\$8,336
10	\$8,513
11	\$8,691
12	\$8,868

Documentation to Verify Income:

- 4 sequential pay statements (within 45 days of the application)
- If pay statements are not available, a professional written statement from the employer is sufficient.
 - *Details on what this letter should include are discussed later in the webinar*
- Monthly unearned income is included in the total monthly income for families
 - *Earned income and unearned income are added together to make the total monthly income*

Directmatch is not a stand-alone eligibility determinant for these seats, but can be used to family verify income being below 85% SMI.

CCAP B-3 Seats

Family Eligibility - Household Composition

Remember...

- Households may be comprised of more than one adult. If so, **both** must submit eligibility documents
- All adults in the household must meet the eligibility requirements
 - *If retired grandparents are legal guardians, they still must meet employment or training or actively seeking employment requirement*
- Households may be comprised of children who are not CCAP B-3 Seats recipients
 - *You should still collect their birth certificates or I.D.s as applicable to verify household size*



Income

Income

Earned Income

Earned income is any income that is earned by the family through employment.

Pay Statements - the typical “check stub” that shows hours worked, rate of pay, parent’s name, and frequency of pay

Letter from employer - handwritten or typed letter on company letterhead (as able), with contact information for employer, and the same information you would find on a pay statement

Declaration of Income for Irregular Employment - a form that a family member can submit to declare non-traditional employment and income (i.e. seasonal or temporary work, given money regularly by family members). Copies will be sent, and are available on the [Lead Agency Library](#).

Very rarely should parents be providing federal tax documents from the previous calendar year.

Income

Unearned Income Types

Families may receive unearned income that contribute to their overall household income through various federal programs, court order child support, alimony, or other benefits.

Typical examples of these include but are not limited to:

- Unemployment benefits
- Retirement benefits
- Alimony
- Child support
- Veteran's benefits
- Disability benefits
- Social Security income

CCAP B-3 Seat recipients should be sure to ask specifically for unearned income.

Unearned income must be calculated in total income, and you must have a copy of their unearned income documentation with their application.

Unearned Income Child Support (DCFS)

▶ Case Number : 86708501

Child Information

Child Name	[REDACTED]
Date of Birth	[REDACTED]
Emancipation Date	[REDACTED]
Paternity Established	[REDACTED]

Payments Sent To You

Check Number	[REDACTED]
Amount	\$ 53.00
Check Date	08/20/2020
Check Number	[REDACTED]
Amount	\$ 53.00
Check Date	08/12/2020

Unearned Income Veteran's Benefits

Download VA benefit letters

To receive some benefits, Veterans need a letter proving their status. Access and download your VA Benefit Summary Letter (sometimes called a VA award letter) and other benefit letters and documents online.



Please sign in to get your VA benefit letters

Try signing in with your **DS Logon**, **My HealtheVet**, or **ID.me** account. If you don't have any of those accounts, you can create one now.

[Sign in or create an account](#)

Unearned Income Social Security Income

Your New Benefit Amount

BENEFICIARY'S NAME: [REDACTED]

Your Social Security benefit will increase by 1.3% in 2021 because of a rise in the cost of living. You can use this letter as proof of your benefit amount if you need to apply for food, rent, or energy assistance. You can also use it to apply for bank loans or for other business. Keep this letter with your important financial records.

How Much You Will Get

Your monthly benefit before deductions	\$1,479.00
Deductions:	
Medicare Medical Insurance (If you did not have Medicare as of November 19, 2020 or if someone else pays your premium, we show \$0.00)	\$0.00
Medicare Prescription Drug Plan (We will notify you if the amount changes in 2021. If you did not elect withholding as of November 1, 2020, we show \$0.00)	\$0.00
U.S. Federal tax withholding	\$0.00
Voluntary E.I.	

REVENUE

Unearned Income

Remember...

- Unearned income is self-reported, so families may not realize something they receive counts. **Ask for each specifically.**
- Unearned income counts towards the total monthly average income for the family, it should appear in all of your calculations to determine income.
- Frequency of pay may vary, so **pay careful attention to dates** on the statements provided by the family.
- Keep copies of all unearned income statements with the family's documents.

Unearned Income

Remember...

Use **Declaration of Income for Irregular Employment** when parents:

- receive money for seasonal or temporary work;
- are given money each month from family members to help with monthly living expenses; or
- are earning cash payments for work considered self-employment.

[Declaration of Unearned Income CCAP B-3 Seats Pilot Form 2022-2023](#)

Child and Family Documentation



Child and Family Documentation

All Families

All applying families (who are not categorically eligible) need to provide documents to prove relationship to the child, verification of age and immunization, and Louisiana residency.

Required for all applications (except categorically eligible families)	Child and Family Documentation	<ul style="list-style-type: none">★ Immunization records or Immunization Exemption (child only)★ Identification and proof of residency (e.g., state-issued ID, such as Driver's License or social security card) (head of household applying on behalf of child and legal or non-legal spouse)★ Birth certificates or hospital records (children in household only)★ Custodial documentation (only if not biological parent of child) such as Custody Judgments, Child Placement Agreement from DCFS, Provisional Custody by Mandate, Military Power of Attorney, Non-Legal Custodian Affidavit.
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Child and Family Documentation

Verify Age

The program is exclusively for children aged birth through three, and the cut-off date is September 30, aligned with all other publicly funded education programs.

Birthdate (for 2023-2024 School Year)	Age Group
10/1/2022 - Present	Infant
10/1/2021 - 9/30/2022	One Year Old
10/1/2020 - 9/30/2021	Two Year Old
10/1/2019 - 9/30/2020	Three Year Old

Any child born prior to **10/1/2019** is not eligible for CCAP B-3 Seats. Please assist families in applying for CCAP or LA4 if children are over age.

Child and Family Documentation

Immunizations, Age, and Custody Verification

Children must meet the age requirements, have appropriate immunization records or exception documentation, and present proof of relationship to adult(s) enrolling the child/children.

Age and Custody:

Use the child's state-issued or foreign birth certificate or hospital record or current passport or visa to:

- Verify **date of birth** and
- Verify that the person completing the application is the person listed on the birth certificate; or
- Verify **court-issued** and **signed** documentation showing permanent or temporary legal custody, such as
 - o Custody Judgments, Child Placement Agreement from DCFS, Provisional Custody by Mandate, Military Power of Attorney, Non-Legal Custodian Affidavit
 - o Adults without **verified custodial documents** cannot apply for care on behalf of the child. If you encounter a situation where this is the case, direct adult to DCFS or Family Court.

Immunization:

- Children should be up-to date on all age appropriate immunizations. For additional guidance, review immunization schedules for each age group at [Louisiana LINKS'](#) website.

Child and Family Documentation Immunizations

Children may not be determined ineligible for a B-3-funded seat due to lack of immunizations.

- If a family cannot afford to pay for their child's shots, families can receive free immunizations through [Shots for Tots](#).
- If a child has never been vaccinated but parents would like for them to be, they may be able to follow the [accelerated schedule for children starting immunizations late](#). Families should ask their pediatrician for more information.
- If a child is unvaccinated due to medical, religious, or philosophical beliefs, parents or guardians may claim exemption from the immunization requirements by submitting the [Statement of Exemption](#) form.



Work, School/Training, Actively Seeking Employment Eligibility



Work, School/Training, Actively Seeking Employment Eligibility

Head of household, legal or non-legal spouse of head of household, and (if applicable) minor unmarried parent aged 16-18 need to submit documentation that falls into one of these three categories:

Work Eligibility

School/Training Eligibility

Actively Seeking Work Eligibility

Each adult in the household must meet these requirements individually. For example, Mother must be working 20 hours per week, **and** Father must be working 20 hours per week, or Mother must be a full time student **and** Father must be working 20 hours per week.

Work Eligibility Required Documents

Recipients are responsible for collecting and verifying all eligibility documentation for families and should be prepared to share with LDOE during mid-year internal audits.

Work Eligibility

- ★ Minimum of **four sequential pay statements** dated within 45 days of the application date that show the rate of pay, hours worked, and the dates of the pay period

OR

- ★ If newly employed, a **professional letter** from the employer with the work hours, the weekly schedule, the rate of pay, and the start date of employment. Contact information of the employer must be included, and then verified by administrative team determining eligibility.

OR

- ★ If self employed, the adult can submit the statement of irregular employment form and state hours worked per week, earned income, and start date of work. The person completing the form must provide an IRS 1099 form **or** statement from employer/financial supporter to verify information

Adults with disabilities, if verified, do not need to be employed or in training.

Work Eligibility Pay Statement



Baslack, LLC
414 Hospital [REDACTED]

Name	TC#	Score#	Department	SSN	Filing Status	Fed Exempt:	S: Exempt:	Pay Period	Check Date	Check#
[REDACTED]	-	26359	CREW	[REDACTED]	[REDACTED]	0	0	02/22/21 to 03/07/21	3/15/21	33076

Store #	Department	Type	Reg Rate	Reg Hrs	Reg Pay	OT Rate	OT Hrs	OT Pay
26359	CREW	Hourly	7.50	76.150	571.13	11.25	0.000	0.00

	Current	YTD		Current	YTD
Regular Hours	76.150	336.400	Gross Pay	571.13	2,523.02
Overtime Hours	0.000	0.000	- Fed-Income Tax	43.40	175.51
Sick Taken	0.000	0.000	- Fed-Medicare	8.28	36.57
Regular Pay	571.13	2,523.02	- Fed-Social Security	35.41	156.43
Overtime Pay	0.00	-	- LA -Income Tax	13.62	57.00
Gross Pay	571.13	2,523.02	= Net Pay	470.42	2,097.51
			- EFT Pay Card ****194	470.42	-
			= Check Amount	0.00	-

Work Eligibility Professional Letter



To whom it may concern,

Winston Camarota works for the Louisiana Department of Education at 1201 N 3rd Street Baton Rouge, LA 70806 20 hours per week at a rate of \$10 per hour. She will begin employment on June 1, 2021. My name is Devon Camarota, and I am his direct supervisor. You can contact me at 225-225-2225 to verify employment.

Sincerely,

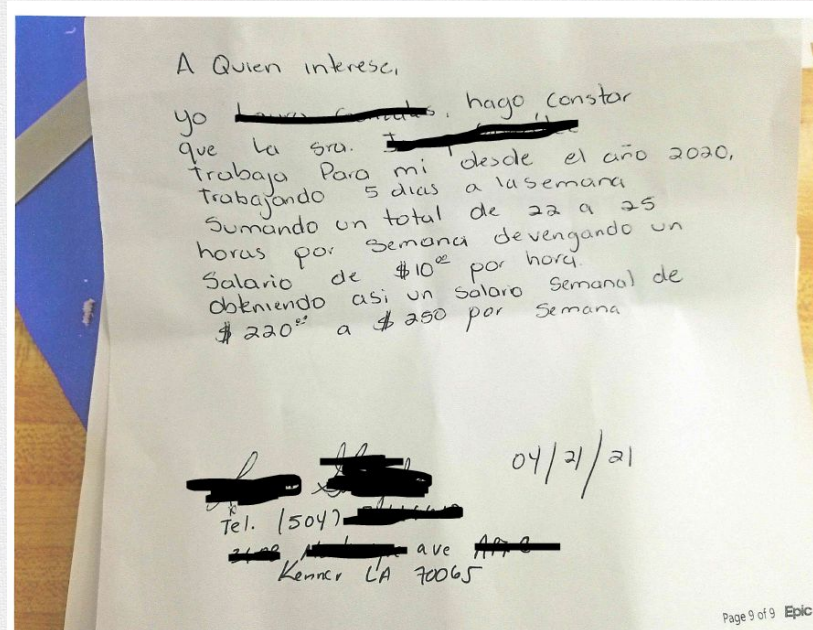
Devon Camarota

A handwritten signature in black ink, appearing to read "Devon Camarota". The signature is stylized and cursive.

B-3 Seat recipients should verify employment by contacting the employer.

Work Eligibility Example

Employer Letter (Not a Business)



ECE Fund recipients should verify employment by contacting the employer.

Work Eligibility

Upcoming Employment

There are some cases where a parent may not yet be starting work at the time of the application but has employment lined up and is already hired.

The following information should be collected when a parent is about to start work or on a medical leave (i.e., maternity/paternity/short-term disability):

- Signed letter from the employer on employer letterhead
- Number of hours to be worked and rate of pay
- Employment start date
- Dated letter within 45 days of the application for child care

Work Eligibility

Special Circumstances with Family Income

In the case of a caregiver who is providing for a child with special needs, the work or school eligibility requirements are only 15 hours per week minimum of work or training.

Eligibility requirements are adjusted to a 15 hour per week minimum of work or school if parent or caregiver has a child with special needs.

Unless disabled as established by receipt of Social Security Administration disability benefits, supplemental security income, Veterans' Administration disability benefits for a disability of at least 70 percent, or unless disabled and unable to care for his or her child(ren), as verified by a doctor's statement or by worker determination, the head of household must meet the training or employment requirements.

This is per [Bulletin 139, section §507. Certification Requirements for Categorically Eligible Households.](#)

Work Eligibility

Special Circumstances with Family Income

*Families who work seasonal, temporary, or otherwise irregular work may complete a Declaration of Irregular Employment Form **only if there is absolutely no other documentation to verify work.***

The **Declaration of Irregular Employment Form** requires families to report their income for the twelve months prior to application:

- To calculate, divide total income for year by 12 (months) to determine average monthly income
- Enter the number of hours worked per week
- The person completing the form must provide IRS 1099 form **or** statement from employer/financial supporter to verify information.
 - *Ready Start Network should contact employer and verify employment for at least month of most recent work.*

If you have any questions while actively determining eligibility, you may contact devon.camarota@la.gov for advisement.

Earned Income Declaration of Irregular Income

- Self-employment (provide most recent IRS Form 1099) _____
- Parents/Family (attach a statement from person providing support)
- Circle all that apply: Seasonal employment Irregular employment Cash payments

Provide gross income for the past 12 months:

Average Hours Worked per Week: _____ Average Monthly Earned Income: _____

Month	Gross Income	Average Weekly Hours Worked		Month	Gross Income	Average Weekly Hours Worked

Work Eligibility

Earned Income Common Errors

Common errors in determining earned income eligibility typically result from misreading the number of hours worked based on the frequency of pay.

- Pay statements **must be within 45 days of the application date**
 - *unless family is verified experiencing homelessness through MV Liaison*
- Confirm 20 hours worked **per week** – not per pay statement
 - *15 hours if parent of a child with disabilities*
- Please **do not** submit tax documents to prove income (ex: W2)
- Statement of Irregular Income should only be used if there is truly **no other documentation** to show work (i.e. working “under the table”) and **must include** hours worked per week
- Provide pay statements for **all** work, and if no statements, letter from employer

Work, School/Training, Actively Seeking Employment Eligibility

Head of household, legal or non-legal spouse of head of household, and (if applicable) minor unmarried parent aged 16-18 need to submit documentation that falls into one of these three categories:
(except categorically eligible families)

Work Eligibility

School/Training Eligibility

Actively Seeking Work Eligibility

Each adult in the household must meet these requirements individually. For example, Mother must be working 20 hours per week, **and** Father must be working 20 hours per week, or Mother must be a full time student **and** Father must be working 20 hours per week.

School or Training Eligibility Required Documents

Parents may be working for 20 hours a week or more OR be a full-time student or in full-time training for a career.

School/Training Eligibility

- ★ **Official school or training transcript** with full time or part-time status indicated (enrolled within 45 days of the application)

OR

- ★ **A detailed school schedule** (if applicable) from an accredited college or training program deeming full-time status

OR

- ★ **Letter from a school advisor** signed on the institution's letterhead verifying student status

Calculating Credit Hours

12 Credit Hours = Minimum Full Time School, and this is the equivalent of 20 hours working per week.

Anything less is considered part time, and thus the parent needs to work at least 10 hours per week or more.*

This is different from the guidance previously given with B-3 Seats from previous years. Please take careful note to this adjustment to be exactly aligned with CCAP regulations.

****This is a different calculation than previous years, so please take special care. This is aligned with CCAP Voucher seats and the ECE Fund requirements.***

School or Training Eligibility Transcript with Hours

SPRING 2012				
GOVT-527	GOV REGULATION & DEREGULATION	03.00	B	09.00
JLS-280	INTRO TO JUSTICE RESEARCH	03.00	B+	09.90
JLS-333	LAW, PSYCHOLOGY AND JUSTICE	03.00	A	12.00
JLS-402	COMP SYSTEMS OF LAW & JUSTICE	03.00	A-	11.10
JLS-491	INTERNSHIP IN JUSTICE SETTING			
	INTERNSHIP	05.00	A	20.00
	DEAN'S LIST			
AU SEM	SUM: 17.00HRS ATT 17.00HRS ERND 62.00QP 3.64GPA			

*The typical minimum
full-time status is 12 credit
hours.*

School or Training Eligibility

Letter of upcoming classes with hours

Concise Student Schedule

2150145 Briana Rouge
Spring 2018
May 17, 2018 2:23pm

*This page lists the classes for which you are registered for the term: All of the detail information about the class is included.

Name: Briana Rouge

Address: 3716 Quality Way
Baton Rouge, LA 70802

Classification: Junior

Level: Undergraduate

College: Business & Social Sciences

Major/Department: Psychology

Enrollment Status: Fulltime

CRN	Course	Title	Campus	Time	Credits	Start Date	End Date	Days	Instructor
3145	BIOL101	Living World	Main	1:15-3:00	3.00	01/19/2017	05/31/2018	TR	BELL
3145	PSYC201	Human Behavior	Main	1:15-3:00	3.00	01/19/2017	05/31/2018	MW	COOPER

Work, School/Training, Actively Seeking Employment Eligibility

Head of household, legal or non-legal spouse of head of household, and (if applicable) minor unmarried parent aged 16-18 need to submit documentation that falls into one of these three categories:

Work Eligibility

School/Training Eligibility

Actively Seeking Work Eligibility

Each adult in the household must meet these requirements individually. For example, Mother must be working 20 hours per week, **and** Father must be working 20 hours per week, or Mother must be a full time student **and** Father must be actively seeking employment.

Actively Seeking Employment Required Documents

If family members are not working, they may qualify as “actively seeking work” (ASE) by providing validated documentation that demonstrates they are actively seeking employment.

Actively Seeking Work Eligibility

★ **HIRE Account Registration** screen shot with client name and date of registration

OR

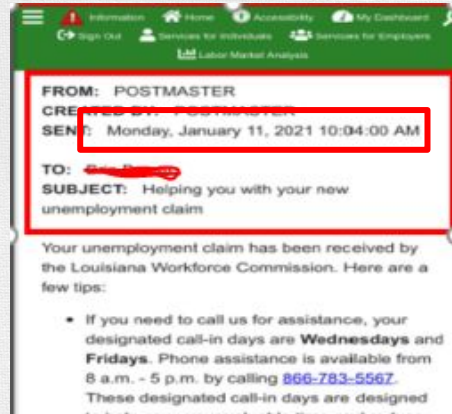
★ **Unemployment statements** with client’s name and date of payments for all adults in the household who are not employed or in training.

A family deemed eligible through actively seeking employment in a previous year(s) of this pilot **must be employed or in training for subsequent year(s) of eligibility.**

Note: a family previously deemed eligible in 21-22 or 22-23 year through ASE must be determined eligible by being employed or in school/training for 23-24.

Actively Seeking Employment Eligibility Document Examples

If family members are not working, they may qualify as “actively seeking work” (ASE) by providing validated documentation that demonstrates they are actively seeking employment.



louisianaworks.net/hire

Claimant Summary	
Claimant Name:	Sanora [redacted]
Claimant SSN:	###-##-****
Claimant Address:	[redacted] d Harvey, LA 70058
Program Code:	PEUC-UI
Benefit Year Start Date:	12/27/2020
Benefit Year End Date:	3/13/2021
Application ID:	[redacted]
Eligibility Review Date:	1/31/2021

Payment Summary	
Week End Date:	01/30/2021
Claim Filed Date:	01/31/2021
Payment Issue Date:	01/31/2021
Maximum Benefit Amount:	\$5,376.00
Weekly Benefit Amount:	\$224.00
Earnings Claimed:	\$0.00
Total Deductions:	\$52.00
Stimulus Amount:	\$270.00
Payment Amount:	\$472.00
Prevent Payment:	No

A person applying as ASE cannot also be already employed for 20 hours or more per week.

Remember: A family previously certified as ASE must be employed or in training in their subsequent year of care to remain eligible.

Work, School/Training, Actively Seeking Employment Eligibility

- Families must submit proof of employment, in training, or actively seeking employment. Without these, families cannot be enrolled. *The only exception is families of children in foster care, or an individual parent with a verified disability.*
- Families in redetermination must submit these eligibility documents, too, even if they did not submit that previously in error.
- Families previously deemed eligible by Actively Seeking Work in redetermination must be employed or in training for their subsequent year to remain eligible.
- All documentation must be **signed by parent/guardian, dated, and match** other documents submitted for that family (i.e. if page 1 has 4 people in the household, all documents should verify 4 people in the household).

Calculating Total Family Income Formulas

Family income is made up of earned income plus unearned income. Calculating total income is important in determining whether families meet 85% SMI income requirements.

Calculating Total Monthly Income	
Pay Frequency	Formula
Hourly	$(\text{Hourly Wage} \times \text{hours per week}) \times 4.33$
Monthly (same gross pay each month)	Use gross pay
Paid same gross amount exactly 2 times per month (e.g. 1st and 15th of month)	Gross pay \times 2
Paid same gross amount every 2 weeks (e.g. every other Friday)	$(\text{Gross pay} \div 2) \times 4.33$
Weekly	Gross pay \times 4.33

Use these formulas for earned *and* unearned income, then add together all income for total monthly income.

For Reference: Income Eligibility

Federal Income Limits: 85% SMI	
Family Size	Gross Monthly Income
2	\$4,020
3	\$4,966
4	\$5,912
5	\$6,858
6	\$7,804
7	\$7,981
8	\$8,159
9	\$8,336
10	\$8,513
11	\$8,691
12	\$8,868

Average monthly income must correlate with the family size. Ensure you have the correct family size when determining eligibility.

Calculating Family Income Example

Pay Period Date	Pay Amount
May 3 - 14	\$345
May 17- 28	\$322.5
May 31 - June 11	\$350

1. Find Average Monthly Pay
 $\$345 + \$322.5 + \$350 = \$1,017.5 / 3$ (number of statements) = \$339.17
2. Use formula multiplier
 $(\$339.17 / 2) \times 4.33 = \734.30 is average monthly earned income

Unearned Income Type	Date and Frequency	Amount
Child Support	Weekly	\$200
Alimony	Monthly	\$500

1. Find average monthly pay for each income type
CS - $\$200 \times 4.33 = \866
Alimony = \$500
2. Add all income together
 $\$734.30 + \$866 + \$500 = \$2,100.30$

Next Steps

1. Planning Document Due to earlychildhood@la.gov Friday September 15 by 5 p.m.
2. Enroll children
3. Attendance trackers will be finalized after submission of Planning Documents
 - a. First Attendance deadline will be October 10 for July, August, and September attendance
 - i. *If children were not enrolled in July, August, or September, still sign and date those months in the attendance trackers.*

