

**THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE
STATE MEDIAN INCOME (SMI) CALCULATION WORKSHEET**

Families receiving financial assistance meet the income requirements provided that the total gross monthly income for the household is at or below 50% of the State Median Income (SMI) at the time of the family's initial enrollment. Families will continue to meet the financial requirements provided that the total gross monthly income for the household remains at or below 85% of the SMI. **Under EEC policy, financial assistance recipients are required to report increases in total household income exceeding 85% of SMI within thirty (30) days.**

To calculate your gross monthly income, please utilize the calculations below. NOTE: "Pay Stub" may also include child support payments:

(A) Gross Monthly Income if paid WEEKLY:

Step 1: Add pay stubs (you must submit 4 pay stubs out of most recent 6 week period)

Example: Pay Stub #1 Pay Stub#2 Pay Stub#3 Pay Stub#4 Total of Paystubs
 \$750.00 + \$800.00 + \$750.00 + \$800.00 = \$3,100.00

Step 2: Divide total by 4 in order to get the average weekly income

Example: \$3,100.00 ÷ 4 = \$775.00

Step 3: Multiply by 4.33 in order to get the gross monthly income

Example: \$775.00 x 4.33 = \$3,355.75

If all weekly paystubs are exactly the same, you take ONE gross weekly pay stub and multiply by 4.33 (EEC multiplies by 4.33 because there are additional pay periods through the course of a calendar year)

(B) Gross Monthly Income if paid BI-WEEKLY:

Step 1: Add pay stubs (you submit 2 pay stubs out of most recent 6 week period)

Example: Pay Stub #1 Pay Stub #2 Total
 \$1,500.00 + \$1,550.00 = \$3,050.00

Step 2: Divide total by 2 in order to get the average bi-weekly income

Example: \$3,050.00 ÷ 2 = \$1,525.00

Step 3: Multiply by 2.17 in order to get the gross monthly income

Example: \$1,525.00 x 2.17 = \$3,309.25

If all bi-weekly paystubs are exactly the same, you take ONE gross bi-weekly paystub and multiply by 2.17 (EEC multiplies by 2.17 because there are additional pay periods through the course of a calendar year)

(C) Gross Monthly Income if paid BI-MONTHLY (paid twice a month – on the same dates each month):

Step 1: Add pay stubs (you submit 2 pay stubs out of most recent 6 week period)

Example: Pay Stub #1 Pay Stub #2 Total Gross Monthly Income
 \$1,250.00 + \$1,550.00 = \$2,800.00

Your current gross monthly income is \$ _____ For a family of _____ your income may not exceed \$ _____

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & \underline{\hspace{1cm}} & = & \$ & \underline{\hspace{2cm}} \\ \text{TOTAL OF PAY STUBS} & & & 4 & & \text{AVERAGE WEEKLY} & & 4.33 & = & & \$ & \underline{\hspace{2cm}} \\ & & & & & & & & & & \text{GROSS MONTHLY INCOME} & \end{array}$$

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \div & \underline{\hspace{1cm}} & = & \$ & \underline{\hspace{2cm}} \\ \text{TOTAL OF PAY STUBS} & & & 2 & & \text{AVERAGE BI-WEEKLY} & & 2.17 & = & & \$ & \underline{\hspace{2cm}} \\ & & & & & & & & & & \text{GROSS MONTHLY INCOME} & \end{array}$$

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & = & & & \$ & \underline{\hspace{2cm}} \\ \text{TOTAL OF PAY STUBS} & & & & & & \text{GROSS MONTHLY INCOME} & \end{array}$$