



A proud partner of the
AmericanJobCenter®
network



Rivers East
WORKFORCE DEVELOPMENT BOARD



Income Calculation Guide

To help prevent errors in income calculations using check stubs or wage statements, Rivers East recommends using other methods to determine low-income status. The easiest path to low-income status should be used when needed for WIOA eligibility determination (DSS records, High Poverty Map (Youth Program), Employer Income Verification, etc.) Check stubs should be used as a last resort. When check stubs are used, a sufficient number of check stubs must be collected to cover the whole 6 month period for all family members with income, per WIOA policy. The calculation tool will be used to clearly document the calculation of family income. A self-attestation statement should be used to clarify any period during the 6 months where wages were not earned. A copy of this form should be scanned into NCWorks.gov along with check stubs.

Applicant Name: _____ State ID: _____

If different than applicant Income For: _____ Relationship: _____

Program: Adult Dislocated Worker Youth

Begin Date: _____ End Date: _____

6 months prior to WP participation date

WP participation date

Pay Duration: Weekly Bi-Weekly Semi Monthly Monthly

	Pay Period Dates	Gross Amount
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$

	Pay Period Dates	Gross Amount
13		\$
14		\$
15		\$
16		\$
17		\$
18		\$
19		\$
20		\$
21		\$
22		\$
23		\$
24		\$

6 Month Total (sum of gross amounts from check stubs covering 6 month period): _____

Yearly Amount to be Recorded in NCWorks.gov (6 month total x 2): _____

I certify that the total amount listed above is my total income amount for the 6 month period.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature (*if under 18*): _____ Date: _____

Staff Signature: _____ Date: _____