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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		\$
13		\$

	Pay Period Dates	Gross Amount
14		\$
15		\$
16		\$
17		\$
18		\$
19		\$
20		\$
21		\$
22		\$
23		\$
24		\$
25		\$
26		\$

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: _____