

Participants & Rosters: Households & Participants: Adding Household Income Forms



Household income forms are associated with every participant in a household. The effective dates of the income form will determine the income eligibility status (Tier I or Tier II) for each child in a household.

To add a household income form:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the child’s name and then click on “Household” on the bread crumbs menu in the upper-left corner.)
- Scroll down to “Household Income Statement” and click the blue “Add Income Form” button.
- Complete the fields:
 - Parent Signature Date: use the date picker to select the date the parent signed the form.
 - Sponsor Signature Date: use the date picker to select the date the sponsor signed the form.
 - Click the “Fill in Effective and Expiration Dates Based on Signature Dates” button OR fill in the fields manually.
 - First effective month: **use the date picker and click “Done”** to select the first month in which the form is active. **Note: if a claim has already been processed for a month, you cannot make an income form eligible for that month** because it would change the claiming percentage for that month. If you wish to add the income form, you must rollback the claim, add the new income form, then reprocess the claim and submit a claim adjustment to your state agency.
 - Last effective month: **use the date picker and click “Done”** to select the last month in which the form is active. There is no minimum amount of time an income form can be active, but there is a maximum of 13 months.
 - Select Tier Status for the income form. My Food Program does not automatically calculate the Tier status based on income and household size, however **you can use the Income Category Calculator at the bottom of this page to assist with these calculations**. Please see website for user responsibility.
 - Select the Reason for the tier status that you chose.
 - Notes: for your recordkeeping.
- Upload a scan or photograph of the form, if desired.
- Click “Save”.

Household Income Eligibility Form

Parent Signature Date

Sponsor Signature Date

[Fill in Effective and Expiration Dates Based on Signature Dates](#)

First effective month

Last effective month

Tier Status

Reason

Notes

Upload Form No file selected.

[Save](#)

Income Category Calculator*

Household Size

Annual Income

Monthly Income

Twice Per Month Income

Every Two Weeks Income

Weekly Income

[Calculate](#)