



NHA Head Start & Early Head Start

**Housing Adjustment
Calculation Worksheet**



Childs Last Name: _____ Childs First Name _____

Families Gross Income (Found on Income Calculation Worksheet): \$ _____

Source	Amount	Frequency	Annual Total
Rent			
Rentals Insurance			
Homeowners Insurance			
H.O.A Fees			
Property Taxes			
Electricity			
Gas			
Water/Sewer			
Trash			
Solar			

How to Calculate Housing Expenses:

Step 1: "Gross Income" x 30% = \$ _____
Threshold

Step 2: "Housing Expenses" Minus "Threshold" = \$ _____
Over the Threshold

Step 3: Step 3: Gross Income - Over the threshold = \$ _____
New Adjusted Income

Example:

Gross Income: \$10,000

Housing Expenses: \$5,000

Step 1: \$10,000 (Gross Income) x 30% = \$3,000 (Threshold)

Step 2: \$5000 (Housing Expenses) - \$3,000 (Threshold) = \$2,000 (Over the Threshold)

Step 3: \$10,000 (Gross Income) - \$2,000 (Over the Threshold) = \$8,000 (New Adjusted Income)

Housing Expenses Annual Grand Total: \$ _____

Calculate Housing Expense:

Step 1:

Step 2:

Step 3:

New Adjusted Income: \$ _____

Verification Statement and Signature:

I am indicating that I have verified the documents submitted, calculated eligibility income and that the income calculation is true and correct.

Verified by Print Name:

Title:

Verified by Print Signature:

Date:

