

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC ASSISTANCE

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FAMILY NUTRITION PROGRAMS
-- JUNEAU

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Respond to: All LA Memo 12-08

DATE: May 11, 2012

Action:

TO: X-LA Coordinators
X- LA Satellite Clinics

Information:

Policy:

FROM: Kathleen Wayne, MS, RD, LD *KW*
FNP Program Director

SUBJECT: Annualizing and Conversion Factors for WIC Income Eligibility Guidelines

The purpose of this memo is to assist your agency when converting multiple income sources to a monthly equivalent as part of the WIC income eligibility determination. The link to this USDA WRO memo of WIC Policy #2011-7, *Conversion Factors for WIC Income Eligibility Guidelines* is: <http://www.fns.usda.gov/wic/policyandguidance/wicpolicymemos/2011-7-ConversionFactors-WIC-IEGs.pdf>

Many WIC applicants and participants are members of households with more than one source of income, e.g., several adults with different jobs, a grandparent receiving Social Security or Supplemental Security Income (SSI), child support payments, and seasonal income from fishing etc. Furthermore these incomes are frequently paid on different schedules; one adult may be paid weekly while another is paid twice a month or receive child support or alimony on a monthly basis.

The Child Nutrition Program (CN) established conversion factor procedures to determine income eligibility for their applicants. The USDA, Food and Nutrition Services (FNS) has decided to be consistent with income eligibility between program areas such as CN and WIC. State agency WIC programs are required to implement the procedures by July 1, 2012. The income calculation procedures are outlined as follows:

Conversion Factor Procedures:

- If a household has only one income source, or if all sources have the same frequency, do not use conversion factors. Compare the income, or the sum of the separate incomes, to the Income Eligibility Guidelines (IEGs) for the appropriate frequency and household size to make the WIC income eligibility determination.
- If a house hold reports income sources at more than one frequency, perform the following calculations:

- a. Annualize all income by:
 - Multiplying weekly income by 52,
 - Multiplying income received every two weeks by 26,
 - Multiplying income received twice a month by 24,
 - Multiplying income received monthly by 12.
- b. Do not round the values resulting from each conversion.
- c. Add together all the unrounded, converted values.
- d. Compare the total to the published IEGs (annual income for the appropriate household size) to make the final income eligibility determination.

Please Note: AKWIC does these calculations already with the exception of twice monthly income.

Twice Monthly Procedures

If you have income data for twice monthly, you will need to do the following:

1. Either use the 10 Key* in AKWIC, or
2. A separate calculator to multiply the twice a month income by 24
3. Enter this amount into the Pay Amount field
4. Select the pay period for this calculation as Annually

Each time you add a source of income you must click Add after each entry or it will not be included in the total.

*Click the 10 Key button to open the Windows 10 Key calculator. You can cut and paste calculations from the 10 Key calculator into the WIC Income Calculator Pay Amount field.

Implementation

This conversion factor must be implemented no later than **July 1, 2012**.

Please contact Dana Kent at 465-5322 or Becky Carrillo at 465-8629 if you have any questions regarding the policy or this memorandum.