



Oregon Department of Human Services
 Children, Adults and Families
 Self-Sufficiency Programs
 Food Stamp Program

Program:	Branch:	Case number:	Worker ID:
Case name:		Categorically eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Benefit month:	Benefit group size:	Partial month? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date benefits prorated from (if partial month):		Prorate at: _____ %	

Food Stamp Benefits Computation

Income			Explanation / Instructions
--------	--	--	----------------------------

1. Earned income (round).....	1	
2. Training income.....	2	
3. Self-employment income		
3a. 50% when there are costs (SEC)	3a	
3b. Total when there are no costs (SEN)	3b	
4. Total earnings-add lines 1, 2, 3 (a and b) (round).....	4	
5. Unreported earned income	5	
6. Unearned income.....	6	
7. Countable income-add lines 4,5 & 6 (round).....	7	
8. Countable income limit	8	

More worker instructions on back.

◀◀ **Total countable reported earned income.**
 ◀◀ **Total countable unreported earned income.**
 ◀◀ **Total countable unearned income.**
 ◀◀ **Total countable income.** If more than line 8, the group is ineligible unless categorically eligible, OR a member is age 60 or over, OR meets the definition of disabled per rule 461-110-110

Deductions			
------------	--	--	--

9. Earnings deductions: multiply line 4 by 20% (round)	9	
10. Subtract line 9 from line 7	10	
11. Standard deduction	11	
12. Subtract line 11 from line 10	12	
13. Medical costs over \$35 (round).....	13	
14. Subtract line 13 from line 12	14	
15. Dependent care costs (round)	15	
16. Court ordered support payment	16	
17. Subtract lines 15 and 16 from line 14.....	17	
18. Rent or mortgage	18	
19. Utilities (FUA, LUA, TUA)	19	
20. Total shelter (add line 18 and 19).....	20	
21. Multiply line 17 by 50%	21	
22. Subtract line 21 from 20	22	
23. Maximum shelter limit	23	
24. Amount of shelter offset allowed	24	
25. Adjusted income (subtract line 24 from 17).....	25	
26. Adjusted income limit	26	

◀◀ **Clients meeting the FS definition of elderly or disabled qualify for a medical deduction. Allow actual costs less \$35.**

◀◀ **Must be for a child outside of the home and may include an arrearage.**

◀◀ **Mortgage includes property taxes and structure insurance.**

◀◀ **Use zero, or one of the utility allowances.**

◀◀ **Total shelter costs.**

◀◀ **Shelter limit does not apply to elderly/disabled groups described in line 13.**

◀◀ **Lessor of line 22 or 23. If elderly/disabled group, use amount on line 22.**

◀◀ **Adjusted income.** If the result equals or exceeds line 26, the group is ineligible unless categorically eligible.

Benefit Amount			
----------------	--	--	--

27. Maximum benefit amount	27	
28. Multiply line 25 by 30% (round up).....	28	
29. Benefit amount (subtract line 28 from line 27) ...	29	
30. Prorated benefit amount.....	30	
31. Amount actually issued for month	31	
32. Overissuance amount	32	
33. Underissuance amount	33	

◀◀ **Food stamp payment standard (TFP).**

◀◀ **Benefit amount (for full month).**

◀◀ **Benefit amount (for partial month only).**

◀◀ **If line 31 is > benefit amount, enter difference.**

◀◀ **If line 31 is < benefit amount, enter difference.**

Worker Instructions - Food Stamp (FS) Benefit Computation

Using the countable income test

Add the earned and unearned income (*after exclusions*) to determine the total countable income. Compare the financial group's income to the FS benefits countable income limit for the need group. If countable income exceeds the limit, the need group is not eligible. Do not use this test for people who are categorically eligible or who meet the FS benefits elderly or disabled criteria. If countable income is below the limit, calculate adjusted income.

Calculating adjusted income and benefit levels

Calculate adjusted income by subtracting the income deductions in the following order:

1. An income deduction of 50 percent of countable self-employment income when costs are incurred.
2. For self-employment with no costs and other earnings, an earned income deduction of 20% of countable earned income (*do not allow an unreported income*).
3. A standard deduction.
4. For any need group member who meets the FS benefits elderly or disabled special group criteria, determine the amount of each person's allowable medical costs. Subtract \$35 from either the standard medical allowance or actual costs and allow the balance as a deduction.
5. A dependent care deduction.
6. A deduction for payments of court-ordered child support.
7. Calculate the shelter deduction as follows:
 - A. Subtract the earned income, standard, medical, dependent care and child support deductions from countable income.
 - B. Subtract 50 percent of this subtotal from the FS benefits shelter cost. Round the balance and allow a deduction as follows:
 - a. For need groups with a member who meets the FS benefits elderly or disabled special group criteria, use the full amount that exceeds 50 percent of adjusted income.

- b. For all other groups, use the actual amount, not to exceed the maximum shelter deduction.

Using the adjusted income limit

Compare the adjusted income to the adjusted income limit for all FS benefits benefit need groups, except those who are categorically eligible. If the adjusted income equals or exceeds the adjusted income limit, the need group is not eligible. Do not use this test for people who are categorically eligible. If eligible, calculate benefits.

Calculating benefit level

If adjusted income is below the adjusted income limit or clients are categorically eligible, calculate FS benefits by multiplying the adjusted income by 30 percent, then rounding to the next higher dollar. Subtract this amount from the payment standard (TFP) for the need group's size. The remainder is the benefit amount. Do not pay amounts under \$10 except as allowed in administrative rule.

Rounding

Except in step 5 below, round any amount less than 50 cents to the lower dollar. Round any amount equal to or over 50 cents to the higher dollar. Use rounding as follows:

1. Add all the amounts from the same income source before rounding. Round income earned on a weekly basis before applying the weekly conversion factor. Round the converted amount again before applying the earned income deduction.
2. Add the medical costs for each person who is eligible for a medical deduction, then round the total cost before calculating the deduction.
3. Add all the costs for dependent care for each financial group member. Round each member's total cost before comparing it to the limits.
4. Add all shelter costs, calculate the adjusted shelter cost then round before calculating the shelter deduction.
5. After multiplying the adjusted income by 30 percent, round any amount from 1 to 99 cents up to the next higher dollar.

The Department of Human Services (DHS) will not discriminate against anyone. This means DHS will help all who qualify. DHS will not deny help to anyone based on age, race, color, national origin, sex, sexual orientation, religion, political beliefs or disability. You can file a complaint if you think DHS discriminated against you because of any of these reasons.
