

EID Worksheet

Section 1: Individual with the EID

Initial worksheet date: _____	Processed by: _____
Revision # : _____, _____, _____	Date: _____
Processed by: _____	
Name of person with disallowance _____ Social Security# _____	

Section 2: Qualification for the Disallowance

Description of Qualifying Factors	Yes	No
Qualifying Factor #1		
(a) Has family member, unemployed for past 12 months, or earning less than minimum wage x 10 hrs/wk x 50 wks, obtained employment and increased income?	___	___
(b) If yes insert date of employment (mo/day/yr): ____/____/____ This is the EID qualification date Annual Amount of new Earned Income: _____.		
Qualifying Factor #2		
(c) Has this family member experienced an increase in earnings during participation in any economic self-sufficiency or other job training program?	___	___
(d) If yes insert date of increase (mo/day/yr): ____/____/____ This is the EID qualification date Annual Amount of new Earned Income _____.		
Qualifying Factor #3		
(e) During or within the past six months, has family member received direct cash assistance, benefits or services under any state program for Temporary Assistance for Needy Families (TANF) or welfare-to-work?	___	___
(f) If (e) is yes, describe type of assistance or program: _____.		
(g) If non-cash benefits, are these services worth at least \$500 over the previous six-month period?	___	___
(h) If yes to (g) give value of services: _____		
(i) If lines (e) and (g) are yes, has this family member also experienced an increase in earnings as a result of new employment or increased earnings in existing employment after receiving assistance, benefits, or services from the program described above?	___	___
If (i) is also yes identify date of increase(mo/day/yr): ____/____/____ This is the EID qualification date Annual Amount of new Earned Income _____.		
Section 8 Qualifying Factor		
(j) Is the family member a person with a disability who has gone to work and has incremental earned income in accordance with Qualifying factors 1, 2 or 3 above?	___	___
(k) If yes, insert date of employment (mo/day/yr): ____/____/____ This is the EID qualification date. Annual Amount of new Earned Income _____.		

Section 3: Continuing Unearned Income (if any)

(a) Will any unearned income from the Baseline year continue after the EID in the Initial Period? (b) What is the source of the income? _____ _____	—	—
(c) What is the amount of income that will continue for the next 12 months? _____		
(d) Will any unearned income from the Baseline year continue after the EID in the Phase-in Period? (e) What is the source of the income? _____ _____	—	—
(f) What is the amount of income that will continue for the next 12 months? _____		

Name of EID recipient: _____

Section 4: Calculate the EID for Initial Period

1. Enter the most recently certified Annual Income of the qualifying individual (not the entire family). This is Baseline Income. Baseline income never changes. This is also the amount of income that will be used to compute rent for the Initial Period.	\$ _____.
2. Enter the amount of new earned income (Section 2) plus continuing unearned income (Section 3) for the next 12 months.	\$ _____.
3. Line 2 minus Line 1 is the annual disallowance amount.	\$ _____.
4. Annual Income (to compute rent) is Line 1	\$ _____.

Section 5: Calculate EID for the Phase-In Period

1. Enter the most recently certified Annual Income of the qualifying individual (not the entire family). This is Baseline Income.	\$ _____.
2. Enter the amount of new earned income and continuing unearned income for the next 12 months. Do not enter the same amounts you entered in Section 4 above unless there have been no changes in earned or unearned income.	\$ _____.
3. Line 2 minus Line 1 times 0.50 is the annual disallowance amount.	\$ _____.
4. Annual Income (to compute rent) is Line 1 plus Line 3	\$ _____.

Calendar of Disallowance Periods

Name of EID recipient: _____

Chart 1: Year:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<i>D</i>												
<i>B</i>												
\$												
L												

Chart 2: Year:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<i>D</i>												
<i>B</i>												
\$												
L												

Chart 3: Year:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<i>D</i>												
<i>B</i>												
\$												
L												

Setting up the Calendar

1. Calendars are presented for three years because the two year lifetime limit will likely span three calendar years. On the line next to Chart 1, enter the year of the EID qualification date. If you are completing a retroactive EID, this date may be in a prior year.

2. Enter the consecutive years following the EID qualification date on the lines next to Charts 2 and 3.

3. There are four rows in each calendar. Row D tracks the Disallowance, which only runs while the recipient is working. Row B tracks breaks in employment. Row \$ tracks the EID amount. Row L tracks the two-year Lifetime Limit,

4. Under the month in which the recipient first qualifies for the EID, enter an X in Row D. This is the EID qualification month. The EID begins the first of the following month.
5. In the next month, begin numbering the months in Row D from Month 1 (the month after the EID qualification) to Month 12 (one year after the EID qualification). Twelve (12) months from the date of the EID qualification is the earliest the Initial Period can be over.
6. Enter the dollar amount of the EID for the Initial Period in Row \$ under Month 1 (Section 4).
7. Count 24 months (two years) from the first month of the EID. This is the Lifetime limit. Place an-X in Row L at this month:
8. Wait until the earliest of the eighth month of the Initial Period or the first break in employment to fill in any additional information on the calendar.

Breaks in Employment

9. Breaks in employment are tracked in Row B. Enter SB, for Start Break, under the month in which a break occurs. This will be a month in which the individual receives the EID because rent will be billed and paid based on the EID. Re-compute rent for the following break months using the actual income received during that period.
10. When a break begins, the EID stops. The EID months in Row D must be renumbered. Months following the break in which there is no employment will not be counted in Row D because no EID is being received.
11. When the EID recipient begins working again (whether at the same job or in a new job), enter EB, for End Break, under the month in which employment begins again. This will not be an EID month because rent will be billed and paid based on the non-working income. The following month will be the next month of the EID. Number the EID months consecutively until the next break or the eighth month of the Initial Period, whichever comes first.
12. Stop numbering if you come to the 24 month Lifetime Limit. The EID cannot extend beyond this point.