Instructions for the completion of the ES-1510.1, Computation of Food Assistance Benefit in Excel

Note: This form will automatically calculate only up to household sizes of 10. If you have to calculate a benefit for a household size greater than 10, copy the PDF version of the form and calculate it manually

Case information special instructions (top part of form): Enter application date if you want the benefit prorated. You must indicate whether the household is regular or special and enter the household size.

Part I – Gross Income Eligibility
Line 1: Enter gross earned income. There is an optional box for documentation purposes.
Line 2: Enter gross unearned income. There is an optional box for documentation purposes.
Line 3: Total Gross Income: The form will calculate this amount.
Line 3a: Gross Income Limit: The form will enter the appropriate amount based on household size. The gross limit will not apply to households marked special or categorically eligible. If the household is marked regular (and not categorically eligible) the form will not calculate Part II if the household's income is in excess of the Gross Income Limit.
If the household is categorically eligible, you must mark the categorically eligible box on the right hand side in Section I.

Part II – Net Income Eligibility
Line 4a: Form will automatically enter gross income entered from line 1.
Line 4b: Form will automatically enter gross unearned income from line 2.
Line 4: Form will add lines 4a and 4b.
Line 5: Form will calculate and enter the earned income deduction.
Line 6: Form will enter current standard deduction based on household size entered at the top of the form.
Line 7: If household is marked special on the top of the form and has medical deduction, enter the amount in the double underlined field. The form will deduct $35 and place in line 7. If the form is not marked special and an amount is placed in the double underlined field, line 7 will contain $0.00.
Line 8: Enter dependent care deduction if appropriate.
Line 9: Enter child support deduction if appropriate.
Line 10: Form will calculate the total non-shelter deductions by adding lines 5 through 9.
Line 11: Form will calculate income after subtracting the total non-shelter deductions.
Line 12: Enter total shelter expenses. A box is included for documentation purposes.
For example "rent 250 + SUA".
Line 13: Form calculates 50% of line 11.
Line 14: Form calculates the excess shelter deduction. If the form is marked regular, the amount is capped at the current limit. If the form is marked special, any amount is allowed.
Line 15: Form calculates net income, but subtracting line 14 (excess shelter deduction) from line 11 (income after non-shelter deductions).
Line 15a: Form enters net income limit for the household size. If net income is in excess of the net income limit and the household is NOT categorically eligible STOP HERE EVEN IF A BENEFIT AMOUNT IS SHOWN IN LINE 16. If the household is categorically eligible and the box is marked at the top of the form, the benefit amount will be reflected in Line 16. If the household's income is less than the net income limit, the form will place the benefit amount in line 16.

Part III – Benefit Computation
Line 16: Form will enter regular monthly benefit from the Food Assistance Benefit Tables.
NOTE: As previously mentioned the form will enter a benefit (if appropriate) even if net income exceeds the net income limit and the household is not categorically eligible. **If the household is not categorically eligible, then the household is ineligible for a benefit.**
Line 17: If the benefit needs to be prorated, enter the number of days in the month of application. Be sure the application date is also entered at the top of the form.
Line 18: The form will calculate the remaining days in the month based on the date of application and the number of days in the month.
Line 19: The form calculates the daily rate based on the date of application.
Line 20: The form calculates the prorated benefit by multiplying the daily rate times the number of days in the month from line 18.