

Complete the appropriate steps on page 1 if: (1) a legal parent has income and is disqualified for citizenship, state time limits, or unmarried minor parent domicile requirement, (2) a stepparent living in the home has income, or (3) an applicant/recipient has diverted income. Complete step 4 on page 2 if an alien sponsor has income. Attach this sheet to Form 1101/1102. NOTE: Amounts transferred to Form 1101/1102 are shaded.

STEP 1—Applied Income: Complete only if a legal parent with income is disqualified for citizenship, state time limits, or unmarried minor parent domicile requirement.

Verification/Documentation

1. Gross Earned	= \$
2. Work-related expense deduction	-
3. Net Earned Income (Line 1 – 2)	=
4. Parent's Other Income	+
5. Total Adjusted Income (Line 3 + 4)	=
6. Payments to Dependent(s) Outside Home	-
7. Alimony and Child Support Payments	-
8. 100% Needs of <ul style="list-style-type: none"> • Noncertified Dependent(s) in the home, and • Parent Disqualified for citizenship, state time limits, or unmarried minor parent domicile requirement. 	-
9. APPLIED INCOME (Line 5 – 6, 7 and 8)	= \$

STEP 2—Applied Income of Stepparent: Complete only if a noncertified stepparent with income lives in the home.

1. Gross Earned by Stepparent	= \$
2. Work-related expense deduction	-
3. Net Earned Income (Line 1 – 2)	=
4. Other Income of Stepparent	+
5. Total Adjusted Income (Line 3 + 4)	=
6. Payments to Dependent(s) Outside Home	-
7. Alimony and Child Support Payments	-
8. Remaining Income (Subtotal)	=
9. 100% Needs of Stepparent & Noncertified Dependent(s)	-
10. Remaining Needs / Applied Income (Line 8 – 9)	= \$

STEP 3—Diverting income of a legal parent (other than a parent disqualified for citizenship, state time limits, or unmarried minor parent domicile requirement): See instructions for details.

1. Payments to Dependent(s) Outside Home	= \$
2. Alimony and Child Support Payments	= \$
3. 100% Needs of <ul style="list-style-type: none"> • Noncertified Dependent(s) in the home, and • Parent Disqualified for citizenship, state time limits, or unmarried minor parent domicile requirement. 	
4. Maximum Amount to be Diverted (Line 1 + 2 + 3)	= \$

STEP 4—Applied Income of Alien’s Sponsor. Complete only if an alien has a sponsor with income.

Verification/Documentation

1. Total Unearned Income	= \$	
2. Total Gross Earned Income + Net from Self-Employment	= \$	
3. 20% of Gross Earnings (Including Net Self-employment) Not to Exceed \$175	= \$	
4. Subtotal (Line 2 – 3)	= \$	
5. Total Adjusted Income (Lines 1 + 4)	= \$	

Subtract diverted amounts in lines 6, 7 and 8 from the alien sponsor’s income.

6. Payments to Dependents Outside Home	–
7. Alimony and Child Support Payments	–
8. Needs of Sponsor and Dependents in Home	–
9. APPLIED INCOME (Line 5 – Lines 6, 7, 8)	= \$