

Income Frequency Calculations Desk Aid

Pay Frequency	Multiplication Factor or Divisor	Examples
Weekly	Multiply by 4.3	\$402.52 multiplied by 4.3 = \$1,730.84
Every 2 weeks	Multiply by 2.15	\$1,125.00 multiplied by 2.15 = \$2418.75
Twice a month	Multiply by 2	\$598.60 multiplied by 2 = \$1197.20
Monthly	Multiply by 1	\$1,562.89 multiplied by 1 = \$1,562.89
Every other month	Divide by 2	\$3,500 divided by 2 = \$1,750.00
Quarterly	Divide by 3	\$3,389.23 divided by 3 = \$1,129.79
Twice a year	Divide by 6	\$7,012.00 divided by 6 = \$1,168.67
Annual	Divide by 12	\$24,000 divided by 12 = \$2,000.00

Income Calculation in CBMS

To see how an individual's income is calculated in CBMS: Open the Display Individual Countable Income screen, then select the arched arrow for each income type listed.

Display MA Individual Countable Income Eligibility Results					
Display MA Individual Countable Income Summary					
Type	Source/Employer Name	Countable Value	Reason For Exemption/...	EDBC Overridden SNAP ...	Original SNAP Use Month
Earned	Solar Aircraft	\$0.00	EXEMPT		
Earned	Amsted Industries	\$4,036.84			

A new screen will display how CBMS calculated the countable income.

Earned Income Calculation		
Steps	Description	Value
1	Frequency	Every 2 weeks
2	Latest Income Received	2022-02-01
3	Total Income Received Amount – Total Amount of Income received in Latest Month	\$1070.00
4	Total Number of Income received records – Number of Income received records in Latest Month	1
5	Average of Income Received Amount = Total Income Received Amount/Total Number of Income received records	\$1070.00
6	Frequency Multiplication Factor	2.15
7	Total Gross Income Amount = Average of Income Received Amount * Frequency Multiplication Factor	\$4036.84



Accessibility

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