Calculating Household Income

- If there is **only one source of income** or if all sources are received in the same frequency, **no conversion is required**.
- If there are multiple income sources with more than one frequency, the LEA must annualize all income by multiplying:
  - Weekly income by 52;
  - Bi-weekly income (received every two weeks) by 26;
  - Semi-monthly income (received twice a month) by 24;
  - Monthly income by 12.
- Do not round the values resulting from each conversion.
- Add all of the un-rounded converted values and compare the un-rounded converted total to the appropriate IEG for annual income for the household size.
- Refer to pages 32-36 in the Eligibility Manual for School Meals (August 2013) for more information.