

# 2016 Subsidized Share Application Guidelines

## Overview:

Every applicant will be ranked according to the total number of points accorded to their application using the following system. The 18 applications with the highest point value will be offered a subsidized share. The purpose of this system is to demonstrate which households have the highest need. All the information is self reported, and no extra documentation is needed with the application.

## Procedure:

A committee of 3 members, including the subsidized share coordinator, will evaluate each applicant. As the subsidized share coordinator receives applications she assigns each one a number for the privacy of the applicant and then calculates the points for sections 1, 3, and 4 since these sections are objective and formulaic. For section 2 she will calculate the percent change in income. Committee members will evaluate point determinations for section 2 and the subsidized share coordinator will tabulate their recommendations one week prior to meeting. At the meeting all the applicants will be ranked. Then the committee will discuss the next steps to be taken to notify applicants. Applicants will be contacted in order of ranking until all 18 shares have been filled.

## Application Evaluation Guidelines:

### Each Section of the application will be given the following weight:

- Income relative to household size is worth up to 50 points.
- Extenuating circumstances are worth up to 30 points.
- Household size and composition is worth up to 20 points.
- Previous participation is worth up to 5 points.

### 1. Gross income relative to Household size:

The federal income guidelines for WIC are the standard the committee uses to evaluate income. If an applicant's income matches or falls within the guidelines they will be awarded a total of 50 points for this section.

### Federal Income Guidelines

The guidelines are effective through June 30, 2016

Gross Income			
Household Size	Annual	Monthly	Weekly
1	\$21,775.00	\$1,815.00	\$419.00
2	\$29,471.00	\$2,456.00	\$567.00
3	\$37,167.00	\$3,098.00	\$715.00
4	\$44,863.00	\$3,739.00	\$863.00
5	\$52,559.00	\$4,380.00	\$1,011.00
6	\$60,255.00	\$5,022.00	\$1,159.00
7	\$67,951.00	\$5,663.00	\$1,307.00
8	\$75,647.00	\$6,304.00	\$1,455.00

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For Each Additional Family Member Add:	\$7,696.00	\$642.00	\$148.00

If an applicant's income deviates above the income guidelines the following formula will be used to award points:

For every thousand dollars that the applicant's income deviates above the standard for their household size 2 points will be deducted from the maximum point value of 50.

For example if a household of one has an annual income of 30,000 dollars than they would be awarded 33.5 points out of 50 possible points.

$$\$30,000 - \$21,775 = \$8,225$$

$$8,225 / 1000 = 8.225$$

$$8.225 \times 2 = 16.45$$

$$50 - 16.45 = 33.55 \text{ points}$$

## 2. Extenuating circumstances

Extenuating circumstances are difficult to quantify and are the most subjective part of the application. Sometimes an applicant's living situation changes drastically, but the change isn't reflected on paper. How can the committee compare the circumstances affecting one applicant with the circumstances affecting another applicant fairly?

In order to address these issues each individual committee member can award up to 10 points for this section of the application for a combined total of up to 30 points. Committee members must provide a brief explanation for their reasoning. This part of the selection process must be done and submitted 7 days prior to meeting. The committee can request additional information of any applicant if something is not clear.

Applicants are asked to provide their gross income and household size for the last two years. Applicants are given the opportunity to explain in writing or verbally any circumstances they feel make them qualified for a subsidized share. Some examples of extenuating circumstances that an applicant may wish to explain include: Has somebody in the household lost a job recently? Has there been a death in the family? Does the applicant own a home? Did they recently file for bankruptcy or was their home foreclosed? Is the applicant a student?

### Evaluation:

Step 1. The subsidized share coordinator will evaluate the applicant's income and household size for the last two years by figuring out the percentage change in income. The result is a comparable number between applicants.

Step 2. Compare the percent change in income between applicants with in the context of their individual situations. These numbers don't mean much outside of the situations they represent. Refer to the WIC guidelines when making comparisons between applicants and considering their financial situation.

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Step 3. Each committee member uses this information in order to make a judgment. They rank the applicants on a scale from 1 to 10; 1 being least needing of a subsidized share, and 10 being most needing of a subsidized share. This ranking gets added as points to the base score. It is expected that some applicants will receive the same rank since there will be more than 10 applicants.

Example:

Comparison and scores between the following applicants:

Application 1:

In 2014 Jane and John Doe earned 50,000. Both worked full time.

In 2015 Jane was laid off. Her husband John earned 35,000 in 2015. John works full time as a paralegal. In 2014 Jane became pregnant. She will not be working because her baby will be born. John expects to continue working fulltime and earn 35,000 in 2016. Their household will increase from 2 to 3 members. John and Jane's income dropped 30%.

$50,000 - 35,000 = 15,000$ ;  $15,000/50,000 = .30$ ; WIC guideline: \$37,167 for 3.

Application 2:

In 2013 Samantha earned 22,000 working full time.

In 2014 Samantha earned 25,000 working full time.

In 2015 Samantha decided to go back to school in order to earn a degree and get a better paying job. She will continue to work full time as a waitress while going to school part time for her bachelors. She has a roommate in order to help her make the rent, and will not be receiving financial aid or taking out loans to pay for school. Samantha's income increased by approximately 14%

$25,000 - 22,000 = 3,000$ ;  $3,000/22,000 = 0.1364$ ; WIC Guideline: \$21,775 for 1

Ranking and Explanation:

John and Jane: 9

John and Jane's income dropped 30%. Their household size will increase by 1 in 2016. They expect to earn 35,000 and will be a family of 3 bringing their income and household size very closely in line with WIC guidelines. The large drop in income due to the loss of a job, and the addition of another member to the family are both stressful events which I feel make them extremely needing of a subsidy share.

Samantha: 6

In 2014 Samantha's income increased by 14%. In 2015 she got a roommate in order to help her make rent and to free up part of her income to pay for school out of pocket. Since one action financially offsets the other I consider both to be neutral. Because Samantha had a 14% percent increase in income, and will be attending school part time her need is not extreme.

3. Household size and composition:

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Applicants will be required to list each member of their household, their age, and their relationship to the primary CSA member. For every dependent under the age of 18 or above the age 65 years old 5 points will be awarded up to a total of 20 points.

#### 4. Previous Participation.

If an applicant successfully participated in the subsidized share program previously then he or she is automatically awarded 5 points. Successful participation means that they fulfilled their volunteer commitment, and paid for their share in full.