

“How To” sheet for using the Food Stamp Estimator Tools

The Food Stamp Program Prescreening Tool has 3 worksheet pages:

This tool is designed to be used for households who have no ineligible members with income that would require prorating.

Page 1 – This sheet helps determine income with sections for calculating both earned and unearned income. You enter the income on page one and the worksheet converts it into a monthly figure and automatically inputs this figure onto page 2. ***FYI – You cannot manually enter income on page 2 of this worksheet.***

Page 2 – This sheet is the Food Stamp budget worksheet. A word version of this budget worksheet is also available under NOEP Resources, but this version does not do the automatic calculations.

Page 3 - This sheet is the same Food Stamp Budget worksheet as page 2, but it is a stand-alone calculator. Meaning that you can manually enter the income information (unlike on page 2), but it must already be converted into a monthly figure.

The Immigrant Prescreening Tool has 2 worksheet pages:

This tool is designed to be used for households that have an ineligible immigrant or other ineligible household member where there is a need to prorate deductions.

Page 1 – This sheet helps determine income with sections for calculating both earned and unearned income. You enter the income on page one and the worksheet will convert it into a monthly figure and will automatically input this figure onto the second page. ***FYI – You cannot manually enter income on page 2 of this worksheet.***

**** At the top of this income page it asks 2 questions:

- a. Enter the number in the Household
- b. Enter the number with Eligible immigrant/citizen status

This information is a very important part of the formula and is what allows the tool to do the prorating. The number of people placed in the second box (b. above) is the household size and you continue to use this number when imputing deductions on page 2 (ie; standard deduction and Thrifty Food Plan amount).

Page 2 – This sheet is the Food Stamp Budget worksheet. On this sheet the income, rent and day care expenses will automatically be prorated based on the information on page 1.

Remember: The number of people placed in the second box on the income page is the household size and you continue to use this number when imputing deductions on page 2 (ie; standard deduction and Thrifty Food Plan amount).

If you have questions about these Food Stamp Estimator tools or need assistance please contact Dawn Secor, Food Stamp Specialist by e-mailing dawn.secor@nutritionconsortium.org or by calling 518-436-8757, ext. 12.