

[VIDEO] Use the Income Eligibility Calculator

Last Modified on 08/05/2020 9:27 am CDT

You can enter household income information directly into Minute Menu CX. Minute Menu CX will then calculate the child's reimbursement level and FRP basis.

1. Click the **Select Center** drop-down menu and select a center.
2. Click **Children** from the toolbar at the top of the window. The Manage Child Information window opens.
3. Click the drop-down menu and select a child.
4. Click the **Oversight** tab. The income eligibility calculator is in the bottom half of the tab.

Manage Child Information - Center: Jess Center 123

Child: Watson, Jane Classroom: Blue Birth Date: 7/16/2015

View Children Who Are: ☐ Active ☒ Pending ☐ Withdrawn after: [dropdown]

Child | Parent | **Oversight**

[Child Info]

Child: Watson, Jane Classroom: Blue Birth Date: 7/16/2015

☐ Activate Child? ☒ Child Participates

Reimbursement Level: Paid IEF Expiration: [dropdown]

FRP Eligibility Basis: Income Enrollment Expiration: 2/12/2020

Title XX / XX Expiration: [dropdown] ☐ Request New IEF

Qualifying Program #: [text]

Last Name	First Name	DOB	Age	FRP Type	FRP Reason	IEF Expires	Status
Watson	Jane	7/16/2015	3Y 7M	Paid	Income		Pending
Watson	John	1/28/2014	5Y 1M	Paid			Active

Sponsor Notes

IEF Application: --- Select --- ☒ Include Siblings ☐ This Child Only Add New

Signature Date: [dropdown] HH Size: [text] Income: [text]

Program: [dropdown] Case #: [text]

Program: [dropdown] Case #: [text]

☐ Foster

Income: [text] Signer: [text] SSN: [text] ☐ No SSN ☐ Incomplete ☐ Refused Delete

Entered: FRP: [text] Reason: [text] Expires: [text]

Evaluate + Save

Withdraw Print Enrollment Enroll New Child Save Close

5. Click **Add New**.
6. Click the **Signature Date** box and select the date the parent signed the form.
7. To enter household income:
 - a. Click the **HH Member Name** box in the table and enter each household member's name. You must

enter all household members, including children. As you add names, the value in the **HH Size** box increases.

- b. Click the **Age** box for each house hold member and enter their ages.
- c. Click the **Income** box for each household member with an income and enter their income amount.
- d. Click the **Freq** drop-down menu and select the income frequency. For example, if you entered yearly income, you would select Yearly.
- e. Click the **Source** drop-down menu and select the income source. For example, if these are wages, you would select Wages/Salaries.
- f. If there are multiple income sources for one person, scroll to the right and repeat **Steps 7c-7e** to add additional income.
- g. For each child listed, click the **Freq** drop-down menu and select **No Income**.

Note: If the parent refused to provide income or program information, check the **Refused** box.

8. To enter qualifying program information:
 - a. Click the **Program** drop-down menu and select the program.
 - b. Click the **Case #** box and enter the provided case number.
 - c. Repeat **Steps 1 & 2** to add an additional program.
9. If this is a foster child, check the **Foster** box.
10. Click the **Signer** box and enter the name of the person who signed the form.
11. Click the **SSN** box and enter the signer's social security number. You must enter all nine digits. If no SSN was provided, check the **No SSN** box.
12. Click **Evaluate + Save**.

The screenshot shows the IEF Application form. At the top, there's a dropdown for 'IEF Application' and radio buttons for 'Include Siblings' and 'This Child Only'. Below this, there's a 'Signature Date' dropdown set to '2/14/2019', an 'HH Size' box with '4', an 'Income' box with '80,000.00', and a 'Freq' dropdown set to 'Yearly'. To the right is a 'Comments' box and an 'Evaluate + Save' button. Below these are two sets of 'Program' and 'Case #' dropdowns. A 'Foster' checkbox is also present. The main part of the form is a table with columns: 'HH Member Name', 'Age', 'Income', 'Freq', 'Source', and 'Ir'. The table contains four rows: Bob Watson (30, 30,000.00, Yearly, Wages / Sala..., 0.00), Jane Watson (3, 0.00, (No inco..., --- Select ---, 0.00), John Watson (5, 0.00, (No inco..., --- Select ---, 0.00), and Jamie Watson (32, 50,000.00, Yearly, --- Select ---, 0.00). At the bottom, there's an 'Income' box with '0.00', a '(No income)' dropdown, a 'Signer' box with 'Bob Watson', an 'SSN' box with '***-**-6789', and checkboxes for 'No SSN', 'Incomplete', and 'Refused', along with a 'Delete' button.

HH Member Name	Age	Income	Freq	Source	Ir
Bob Watson	30	30,000.00	Yearly	Wages / Sala...	0.00
Jane Watson	3	0.00	(No inco...	--- Select ---	0.00
John Watson	5	0.00	(No inco...	--- Select ---	0.00
Jamie Watson	32	50,000.00	Yearly	--- Select ---	0.00