
Subject: Determining Size of Household (Economic Unit)

Effective Date: October 1, 2013

Revised from: July 1, 2006

Policy: Clients who are not adjunctively income eligible must have income eligibility determined using the Federal Income Guidelines based on economic unit (refer to policy [CRT: 06.01.00](#)).

Reference: CFR §246.7

Procedure:

1. Determine the size of the economic unit. An economic unit must have its own source of income and the income must be adequate to sustain the economic unit. Follow these guidelines to determine the size of an economic unit:

a. Count all related or non-related persons who share income as the economic unit.

- To determine if an applicant is an economic unit of one or is part of a larger economic unit, ask the following questions:
 - Is the applicant responsible for all or a portion of his/her own expenses and bills?
 - What type of income does she or he receive?
 - Who provides the food and clothing?
 - Is she or he primarily independent and receives some goods or services or do the goods and services the applicant receives result from sharing of income with other individuals?
- WIC staff must decide how to determine income eligibility and document the decision in the applicant's record in KWIC.

b. Increase the family size of a pregnant woman by the fetus(es).

- Use the increased family size when calculating financial eligibility for all family members.

c. An infant/child is counted in the economic unit of the parent/guardian with whom they reside.

- If an infant/child resides in a school or institution and financial support is provided by the parent/guardian, count the infant/child in the economic unit of the parent/guardian.
- If an infant/child resides in a family that has adopted or accepted legal responsibility, the infant/child is counted in the economic unit with whom they reside.

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- If an infant/child resides in a family that has assumed financial responsibility, the infant/child is counted in the economic unit with whom they reside.
 - If an infant/child is in joint physical custody, the infant/child is determined eligible according to the income eligibility of the parent applying for benefits.
 - If the parents share 50/50 joint custody of the infant/child it is the responsibility of the parents to divide the checks between themselves to insure that the infant/child is receiving all of the benefits.
 - If the child's parents are divorced and both parents have custody of the child for certain time periods during the year, then the household income of the parent with whom the child will be residing during the majority of the certification period will be used.
 - If an infant/child is in the temporary care of friends or relatives but the parents are providing the majority of support, count the infant/child in the economic unit of the parent.
 - If an infant/child resides in a foster home and is the legal responsibility of a welfare agency, the infant/child is considered an economic unit of one.
 - If an infant/child has his/her own source of income, which is adequate to provide the majority of support, count the infant/child as an economic unit of one.
- d. A court declared emancipated minor is responsible for his/her own debts and is considered an economic unit of one. A minor is an individual less than 18 years of age.
- Request minor to present his/her Court Declaration of Emancipation.
 - For a minor who considers himself or herself emancipated but who has no court declaration, document in KWIC why he/she is considered emancipated.
- e. A person who must work and/or lives elsewhere but contributes financially to the family is considered a member of the economic unit (e.g., military personnel, seasonal workers and construction workers.)
- f. Students who receive the majority of basic living necessities such as food, shelter, medical care and clothing from their parents must be included in the economic unit of their parents.
- g. More than one economic unit may reside under the same roof. Treat two economic units that reside under the same roof as separate units.