

**SOUTH WEST CHRONIC DISEASE SUPPORT INC**

**POLICY**

**Approved by: Board of Directors Policy No: 4-4**

**September 2022**

**INCOME TEST AND GRANT AMOUNTS**

**General**

The income test may be administered in person or by forwarding documents by email or regular mail.

Only the income of the applicant and spouse (if residing with the applicant) should be included. If the client is under 18 years of age, the income of the parents or guardians should be used for the subsidy application.

1. Annual Income
* Net Annual Income from line 236 of the Canada Revenue Agency Notice of Assessment for both the applicant and the spouse.
1. Deductions:
* Total Payable: Enter the amount from line 435 of the Canada Revenue Agency Notice of Assessment for both the applicant and the spouse.
1. Exemptions:
* Monthly exemption rates are:
1. Applicant - $1,490
2. Spouse - $955
3. Dependent Children under 18 - $430 each
4. First child under 18 if the applicant is a single parent - $955

Note: If a single parent claims a spousal exemption for one child, that child cannot also receive a dependent exemption.

1. Calculation of Adjusted Monthly Income
* The applicant’s adjusted monthly income is calculated by subtracting the total annual deductions from total annual income, and dividing the remainder by 12 months to arrive at the Total Monthly Income. Monthly exemption amounts are then subtracted from the Total Monthly Income to arrive at the Adjusted Monthly Income.
1. Be sure the applicant and the spouse read and understand the declaration before signing.
2. In situations of financial hardship, the applicant will be asked to provide sufficient, additional information for the committee to decide if the guidelines can be amended in their situation.,