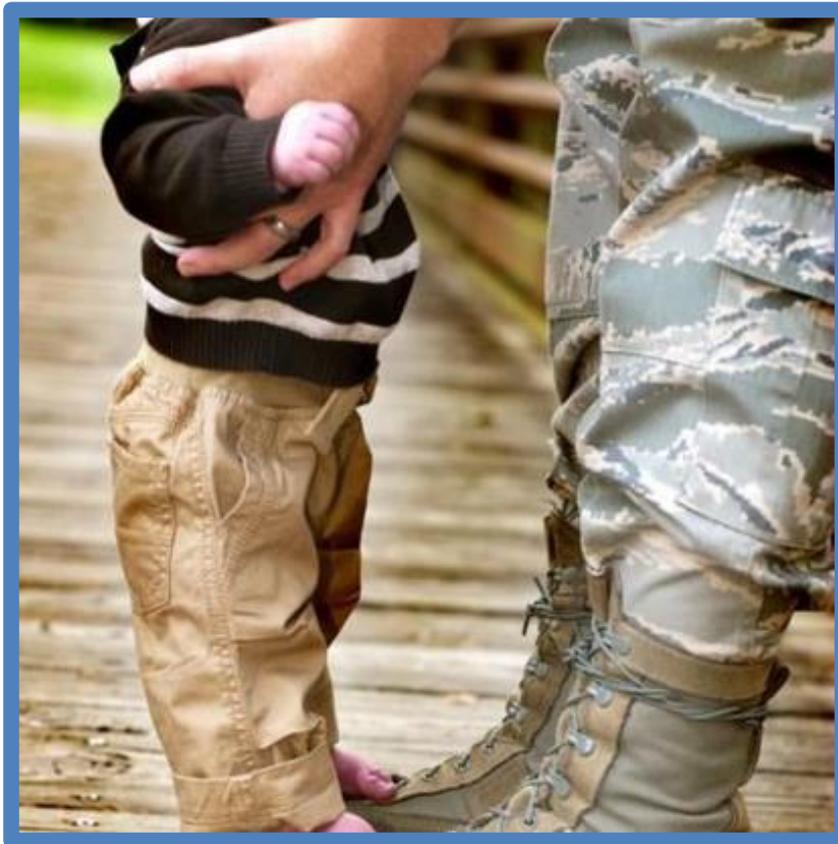


WIC

Washington State
Department of Health
WIC Nutrition Program
Revised 1/2017



MILITARY INCOME GUIDE

Staff tool for assessing WIC income eligibility for military families.

Here's what you'll find in this document:

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Introduction

WIC income eligibility is a combination of household size and income. This guide provides information to help staff understand and better assess some of the unique circumstances that that can affect military clients' household size and income.

This guide includes:

- Information about special situations that can affect household size for military clients.
- A guide to reading the military Leave & Earning Statement (LES). The LES is the pay stub military clients use for income documentation.
- A list of abbreviations and acronyms for types of military pay and if the pay is included or excluded for the WIC income assessment.
- Questions to ask to determine if the military income is combat related.

See [Volume 1, Chapter 6 – Income](#) for more information about income and household size.

Quick reference information

Here is a quick reference for some of the definitions and terms used in this guide:

Annualize

When you “annualize” income, you document the amount as “annual income” in Client Services. For example, when a service member receives a lump sum of money once a year, like a clothing allowance or re-enlistment bonus, annualize the lump sum when you’re assessing WIC income eligibility.

Note: This is different from “income averaging.” (See Volume 1, Chapter 6 for more information about income averaging.)

Combat related pay

Ask the [Combat Related Pay](#) questions on page 8 to determine if the pay is combat related. WIC doesn't count combat related pay for the income eligibility assessment.

Entitlements

The Military Leave & Earning Statement (LES) lists types of pay and allowances in the “Entitlements” area. You'll use the information in the Entitlements area and the Military Pay Code table in this guide to determine whether the type of pay counts as income when assessing WIC income eligibility.

Household

The Federal definition of household is “A group of related or no-related individuals, who usually, although not necessarily, are living together and share income.” You determine household size and income when assessing WIC eligibility.

Determine Household Size & Income for Military Families

Household Size

Service members deployed overseas or stationed in a separate location from their families count as part of the household.

Children in the temporary care of friends or relatives:

Service members may arrange for their children to live temporarily with others while they are deployed or away for long periods. When this occurs, staff may choose the best option below for the situation.

1. Count the absent parent(s) and the child(ren) as one household.
 - To use this option you need to be able to determine the household's income and see proof of income.
2. Count the child(ren) as a separate household.
 - To use this option the parent(s) must provide adequate financial support for the child(ren). A general guideline is a minimum of \$500.00 per month per child.
 - Count this amount as the child's income.
 - You must see proof of income.
3. When the options above aren't appropriate, count the child(ren) as part of the household where they are living.
 - Use that household's income and proof to assess WIC income eligibility.



Income

Use current or annual income, whichever is the better indicator of the household's income.

Lump sum payments: When the service member receives a lump sum of money that's paid once a year (like a clothing allowance), or one time (like a re-enlistment bonus), annualize the lump sum when assessing WIC income eligibility.



Combat Related Pay: WIC doesn't count combat related pay for the income eligibility assessment. You may need to evaluate some types of military pay to see if they are combat related. Ask the [Combat Related Pay](#) questions on page 8 to determine if the pay is combat related.

Military Reserves & National Guards called to active duty: Some households may experience a drop in income when the service member is called to active duty. In these cases use the current income while on active duty when assessing WIC income eligibility.

Military Pay Codes

This table lists military pay codes and the type of pay each code represents.

✓ = Count as Income	? = Ask Questions to see if the pay is combat-related	✗ = Don't Count as Income
---------------------	---	---------------------------

Code	Count as income	Type of Pay
AB	✓	Accession bonus
ACIP	✓	Aviation Career Incentive Pay
ACP	✓	Aviation Continuation Pay
AIP	?	Assignment Incentive Pay
ASP	✓	Additional Special Pay
BAH	✗	Basic Allowance for Housing
BAS	✓	Basic Allowance for Subsistence
BAQ	✗	Basic Allowance for Quarters
Base Pay or BASE	✓	Base Pay
BCP	✓	Board Certified Pay Special Pay
CCA	✓	Civilian Clothing Allowance
BRA	✓	Basic Replacement Allowance
Continuation Pay	✓	Continuation Pay
CCCA	✓	Continuing Civilian Clothing Allowance
CCRA	✓	Cash Clothing Replacement Allowance
CEFIP	✓	Career Enlisted Flyer Incentive Pay
CIP	✗	Combat-related Injury & Rehabilitation
CMA or CLOTHING	✓	Clothing Maintenance Allowance or Clothing Allowance
CMAI	✓	Civilian Clothing Maintenance Allowance
CONUS COLA or COLA	✓	Continental U.S. Cost of Living Allowance
Combat Duty or Combat Zone Pay	✗	Combat Duty or Combat Zone Pay
CRA	✓	Clothing Replacement Allowance
CSP or CARSEA	✓	Career Sea Pay
CSP-P	✓	Career Sea Pay – Premium
CSRB	✓	Critical Skills Retention Bonus
CVI	✓	Conditional Voluntary Indefinite Status
DLA	✗	Dislocation Allowance
Dive Pay	?	Dive Pay
DSCT Meal	✗	Discount Meal

Military Pay Codes

✓ = Count as Income	? = Ask Questions to see if the pay is combat-related	✗ = Don't Count as Income
---------------------	---	---------------------------

Code	Count as income	Type of Pay
FDP	?	Foreign Duty Pay
FLPP	?	Foreign Language Proficiency Pay
Flight, Fly Pay, or FLY	?	Flight or Fly Pay
FSA	?	Family Separation Allowance
FSH	✗	Family Separation Housing
FSSA	✗	Family Subsistence Supplemental Allowance
HALO	?	High Altitude/Low Altitude
HDIP	?	Hazardous Duty Incentive Pay
HDP – Involuntary Extension	?	Hardship Duty Pay – Involuntary Extension
HDP – L	?	Hardship Duty Pay - Location
HDP – M	?	Hardship Duty Pay – Mission
HFP/IDP	?	Hostile Fire/Imminent Danger Pay
HFP-L	?	Hostile Fire Pay - Location
HZD	?	Hazardous Duty Pay
ICCA	✓	Initial Civilian Clothing Allowance
IDP	?	Imminent Danger Pay Note: Can also mean Independent Duty Corpsman
ISP	✓	Incentive Special Pay
Jump Pay or JUMP	?	Jump Pay
LQA	✗	Living Quarters Allowance
Maternity Clothing Allowance	✓	Maternity Clothing Allowance
MIHA – Miscellaneous	✗	Moving Housing Allowance - Miscellaneous
MIHA – Rent	✗	Moving Housing Allowance – Rent
MIHA – Security	✗	Moving Housing Allowance - Security
MRB	✓	Multiyear Retention Bonus
MSP	✓	Multiyear Special Pay
NIB	✓	Nuclear Career Annual Incentive Bonus
NPAB	✓	Nuclear Power Accession Bonus
Nuclear – Continuation Pay	✓	Nuclear – Continuation Pay

Military Pay Codes

✓ = Count as Income	? = Ask Questions to see if the pay is combat-related	✗ = Don't Count as Income
---------------------	---	---------------------------

Code	Count as income	Type of Pay
OEP	✓	Overseas Extension Pay
OHA	✗	Overseas Housing Allowance
OCONUS COLA	✗	Overseas Continental United States Cost of Living Allowance
OLA	✗	Overseas Living Allowance
OTEIP	✓	Army Overseas Tour Extension Incentive Pay
OVERSEAS COLA	✗	Overseas Cost of Living Allowance
Overseas Extension Pay	✓	Overseas Extension Pay
PCCA	✓	Partial Civilian Clothing Allowance
REBATE	✗	Rebate
RBMA	✓	Reserve Basic Maintenance Allowance
SBP	✓	Military Survivor Benefits Plan
SAVE PAY	?	Save pay NOTE: This can represent many types of pay. Ask questions to determine if it counts.
SDAP	?	Special Duty Assignment Pay
SDIP	?	Submarine Duty Incentive Pay
Sea Pay	?	Sea Pay
SEA	✓	Subsistence Expense Allowance
SEB	✓	Selective Enlistment Bonus
SepRats	✓	Separation Rations
SMA	✓	Standard or Separate Maintenance Allowance
Special Duty Pay	?	Special Duty Pay
SPEC	✓	Special Forces
Specialty Pay	?	Specialty Pay
SPO	✓	Split Payment Option Note: This option lets the person take an amount from the base pay and put it into the ship ATM for personal use while on board. Base WIC income eligibility on the gross amount <i>before</i> the split allocation. Don't count the amount sent to the ship account twice.

Military Pay Codes

✓ = Count as Income	? = Ask Questions to see if pay is combat-related	✗ = Don't Count as Income
---------------------	---	---------------------------

Code	Count as income	Type of Pay
SR	✓	Separation Rations
SRA	✓	Standard Replacement Allowance
SRB or SRBP	✓	Selective Reenlistment Bonus Payment
Standard Initial Clothing Allowance	✓	Standard Initial Clothing Allowance
Submarine Pay	?	Submarine Pay
SUPP CMA	✓	Enlisted Supplemental Clothing Allowance
TDY	✓	Temporary Duty
TDYCCA	✓	Temporary Duty Civilian Clothing Allowance
TLE CONUS	✓	Temporary Lodging Expense in US
TLA	✗	Temporary Living Allowance
TLA OCONUS	✗	Temporary Lodging Allowance Outside US
TQSA	✓	Temporary Quarters Subsistence Allowance
VEP/GI Bill: Rural benefit	✓	VEP or GI Bill one-time rural benefit
VEP/GI Bill: Payroll deduction	✗	Deductions taken from military personnel's income to fund the Veteran's Education Program or GI Bill
VEP/GI Bill: Tuition/fees	✗	Tuition and fees paid directly to the school
VEP/GI Bill: Housing allowance	✗	Post 9-11 GI Bill housing allowance
VI	✓	Voluntary Indefinite Status
VBSS Duty	?	Maritime Visit, Board, Search & Seizure Duty
VSP	✓	Variable Special Pay

WIC doesn't count **Combat Related Pay** in the income assessment.

Ask the following questions to see if the pay is related to combat:

1. Does the person receive this pay in addition to the base pay?
2. Is this pay the result of deployment to a designated combat zone? See the list of [Designated Combat Zones](#) on page 14.
3. Does the person only receive this pay while deployed to the combat zone?

If Yes to all 3 questions don't count as income. This qualifies as combat related pay.

Military Leave & Earnings Statement (LES)

Each branch of the military uses a similar Leave and Earning Statement

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.	GRADE	PRY DATE	YRS SVC	ETS	BRANCH	ADINDSSN	PERIOD COVERED					
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY					
TYPE	AMOUNT		TYPE	AMOUNT		TYPE	AMOUNT		- AMT FWD								
A	4	5	6	7	8	9	- TOT END						0				
B							- TOT DED						0				
C							- TOT ALMT						0				
D							= NET AMT						0				
E							CR FWD										
F							= EOM PAY						0				
G																	
H																	
I																	
J																	
K																	
L																	
M																	
N																	
O																	
TOTAL				0				0									
LEAVE	RF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LORE	FED TAXES		WAGE PERIOD	WAGE YTD	MS	EX	ADDL TAX	TAX YTD	
FICA TAXES	WAGE PERIOD		SOC. WAGE YTD		SOC. TAX YTD		MED. WAGE YTD		STATE TAXES		ST.	WAGE PERIOD	WAGE YTD	MS	EX	TAX YTD	
PAY DATA	BAD TYPE	BAD DEN	VHA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPNS	2D JFTR	SAS TYPE	CHARITY YTD	TPC	PACIN				
REMARKS	YTD ENTITLE				YTD DEDUCT												

1	Service member's name. Last, first, middle initial
2	Branch of service (Army, Air Force, Navy, etc.)
3	Pay Period covered by the LES. Normally one month.
4	Entitlements. Types of pay and allowances are listed here.
5	Dollar amount paid for each entitlement.
6	Deductions. Includes insurance, taxes, mid-month pay.
7	Dollar amount deducted for each item.
8	Allotments. Includes savings and checking accounts, etc.
9	Dollar amount of each allotment.
10	Total dollar amount of all entitlements.
REMARKS	If there are more than 15 Entitlements, Deductions or Allotments, the rest are listed under the Remarks.

How to Calculate Military Income

- 1. Check the Entitlements for income exclusions.**
 - Use the [Military Pay Codes](#) table on pages 5 – 8 to see if any Entitlements don't count for WIC's income assessment.
 - Check if any Entitlements are combat related. Ask the [Combat Related Pay](#) questions on page 8.
 - Subtract income exclusions and combat related pay from the Total gross income.
- 2. Determine if there is a lump sum Entitlement** like a re-enlistment bonus or clothing allowance.
 - Annualize any yearly or one-time lump sum payments.
- 3. Enter income information in Client Services** and Press the Calculate Eligibility button.

See pages 11 – 13 for examples.

Example 1

ENTITLEMENTS		
	TYPE	AMOUNT
A	Base Pay	2414.40
B	BAS	233.87
C	BAH	1077.00
D	Fly Pay	150.00
E	Spec Duty Pay	450.00
F		
G		
H		
I		
J		
K		
L		
M		
N		
O		
	TOTAL	4325.27

Don't count as income. Subtract from the Total pay.

Possible Combat Pay. Ask 3 questions to determine if these count as income.

1. Check the Entitlements for income exclusions.

- Use the **Military Pay Codes table** to assess if the income is included or excluded.
 - ✓ Subtract the housing allowance (BAH) from the gross income.

$$\begin{array}{rcl}
 \$4,325.27 & - & \$1,077.00 \\
 \text{Total gross income} & & \text{BAH} \\
 & = & \\
 & & \$3,248.27 \\
 & & \text{Total minus income} \\
 & & \text{exclusions}
 \end{array}$$

- Ask the **combat related pay questions** about the Fly Pay and Special Duty Pay.
 - ✓ In this example, the client answered “yes” to all 3 questions about the Special Duty Pay so it’s combat related. Subtract the Special Duty Pay from the gross income.
 - ✓ The client didn’t answer yes to the 3 questions for the Fly Pay. The client receives Fly Pay even when not deployed to a combat zone. Count the Fly Pay in the income assessment since it’s not combat related.

$$\begin{array}{rcl}
 \$3,248.27 & - & \$450.00 \\
 \text{Total minus income} & & \text{Special Duty} \\
 \text{exclusions} & & \text{Pay} \\
 & = & \\
 & & \$2,798.27 \\
 & & \text{Total to enter in} \\
 & & \text{Client Services}
 \end{array}$$

2. Determine if there is a lump sum payment.

- There aren’t any lump sum payments in this example.
- If there were any lump sum payments you’d annualize.

3. Enter income information in Client Services.

- Enter \$2,798.27 as monthly income in Client Services.
- The system will assess income eligibility based on this monthly income for the household size.

Example 2

Don't count as income. Subtract from Total Entitlements.

Lump sum payment. Will need to annualize.

Possible Combat Pay. Ask 3 questions to determine if this counts as income.

ENTITLEMENTS		
	TYPE	AMOUNT
A	Base Pay	2790.90
B	BAS	254.46
C	BAH	663.00
D	SRB	6035.99
E	HZD/IDP	225.00
F		
G		
H		
I		
J		
K		
L		
M		
N		
O		
	TOTAL	9969.35

1. Check the Entitlements for income exclusions.

- Use the **Military Pay Codes table** to assess if the income is included or excluded.
 - ✓ Subtract the housing allowance (BAH) from the gross income.

\$9,969.35	-	\$663.00	=	\$9,306.35
Total gross income		BAH		Total minus income exclusions

- Ask the **combat related pay questions** about the Hazardous Duty/Imminent Danger Pay (HZD/IDP).
 - ✓ In this example, the client answered “yes” to all 3 questions. Subtract the HZD/IDP from the gross income.

\$9,306.35	-	\$225.00	=	\$9,081.35
Total minus income exclusions		HZD/IDP		Total minus combat related pay exclusions

Example 2: Continued

2. Determine if there is a lump sum payment.

- The Selective Reenlistment Bonus (SRB) is a one-time lump sum payment.
- Subtract the bonus from the monthly income so you can list the lump sum payment separately from the monthly income.

$$\begin{array}{rcccl}
 \$9,081.35.35 & - & \$6,035.99 & = & \$3,045.36 \\
 & & \text{SRB lump sum} & & \text{Current monthly income} \\
 & & \text{payment to} & & \text{minus exclusions, combat} \\
 & & \text{annualize} & & \text{related pay and lump sum} \\
 & & & & \text{payment}
 \end{array}$$

3. Enter income information in Client Services.

- Enter \$3,045.36 as monthly income.
- Enter \$6,035.99 as annual income since it's a one-time lump sum that's annualized.

Cert Date	Assessed	Source	Proof	On File	Amount	Interval	Comments
2/21/2013	2/21/2013	Military	Paycheck receipt/Milita	<input type="checkbox"/>	\$6,035.99	Annually	Re-enlistment bonus
	2/21/2013	Military	Paycheck receipt/Milita	<input type="checkbox"/>	\$3,045.36	Monthly	Monthly income minus exclusions

Total Annual Income: 42580.31
Income Eligible

In this example the household is income eligible.

- This is based on the current monthly income (minus the income exclusions and combat pay) and the annualized lump sum payment.
- The current LES is proof of the household's income eligibility.
- Staff don't need to income average and look at the income from the past year.

If the household wasn't income eligible, staff can assess the household's income over the last year by income averaging.

- Some households have a lower income for some months.
- If staff assess income from the past year, then proof of income for the past 12 months is required.
- See [Volume 1, Chapter 6 – Income](#) for information about income averaging.

Designated Combat Zones

Combat pay doesn't count for the WIC income assessment. Ask questions (page 8) to see if certain types of pay are combat related. One question is whether the pay is the result of deployment to a designated combat zone.

The President designates combat zones by an Executive Order as areas in which the U.S. Armed Forces are engaging or have engaged in combat.

It also takes an Executive Order to remove the combat zone designation.

Here is a list of the current designated combat zones:

Area	
Adriatic Sea	Sea and airspace
Afghanistan	Land and airspace
Albania	Land and airspace
Arabian Peninsula Areas	Land and airspace
Arabian Sea	North of 10 North latitude and west of 68 East longitude
Bahrain	Land and airspace
Bosnia	Land
Croatia	Land
Federal Republic of Yugoslavia	Land and airspace
Gulf of Aden	Sea and airspace
Gulf of Oman	Sea and airspace
Herzegovina	Land
Ionian Sea	North of the 39 th Parallel
Iraq	Land and airspace
Kosovo	Land and airspace
Kuwait	Land and airspace
Macedonia	Land
Montenegro	Land and airspace
Oman	Land and airspace
Persian Gulf	Sea and airspace
Qatar	Land and airspace
Red Sea	Sea and airspace
Saudi Arabia	Land and airspace
Serbia	Land and airspace
United Arab Emirates	Land and airspace

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