



KDHE DAISEY Technical Assistance Brief

Entering Annual Household Income

January 2017



This Technical Assistance Brief contains information about how to enter annual household income on the KDHE Program Visit Form. Annual income entered incorrectly will impact reports that use Annual Household Income to calculate percentage of the federal poverty level.

Entering Annual Household Income

There are three key rules for entering Annual Household Income:

1. Round to the nearest whole dollar
2. Do not use any punctuation (\$, commas, periods)
3. Enter six 9s (999999) if the client is unable or unwilling to provide income information

Below are examples of entries for annual household income of \$25,000.00. Note that the entry with no punctuation (Figure 1) is the correct entry. In the *Incorrect* example below (Figure 2) the report would calculate the annual household income as \$25 because of the first period.

Figure 1

Annual Household Income ⓘ *	25000
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Correct

Figure 2

Annual Household Income ⓘ *	25.000.00
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Incorrect

More or fewer than six 9s entered in the Annual Household Income field will be calculated as a dollar amount. In the example below (Figure 3) the report would calculate the annual household income as \$99,999,999.

Figure 3

Annual Household Income ⓘ *	99999999
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Incorrect