

## TANF Policy 8-Determining Self Employed Individuals Hours of Participation

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The following calculation should be used in two circumstances:

- Client is self employed operating under a business license
- Client is working for a business and the business is not withholding earned income for tax purposes for the client within the agreed upon pay.\*

Determine hours worked per week, then determine monthly wage

- Take monthly wages minus 51% to determine net wage
- Take net wage divided by \$7.25 (or the State's current minimum wage)
- Convert to weekly amount / countable unsubsidized hours of employment

Example:      70 hours per week = \$300 per month  
                   $\$300 - 51\% = \$147.00$   
                   $\$147.00 / \$7.25 = 20$  hours per month  
                   $20/4=5$  hours per week

Documentation for all hours must be in compliance with TANF Policy 03.

\*Clients who fall in the second circumstance can only participate in this manner for no more than 4 weeks without DET approval. Requests for approval must be made in writing and will be evaluated based on the justification provided. Approval will be at the sole discretion of DET and will always be time limited.