



## Memorandum

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**#12-050**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** March 25, 2012

**SUBJECT:** Military Income

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We have updated the attached tool, *Military Income Instructions (LES Entitlements)*, to provide staff assistance with calculating military income. More information about military income can be found in *WIC Policies CS:07.0 Income Screening as a Certification Requirement* and *CS:09.0 Definition of Income*.

1. Staff should first identify any exclusion on the client's Leave Earnings Statement (LES). The exclusions will not be counted as income.
2. Staff can then identify any entitlement that they may be able to exclude from income. Some entitlements can be excluded if they meet the three criteria listed in item 2 of the attached tool. It will usually be necessary to ask the client questions to find out if an entitlement meets these criteria.
3. Staff should then identify compensation that the client receives as a temporary payment. If these payments are not excluded because they do not meet the criteria in item 2 of the attached tool, we must include them. We need to ask the client how many times they have received the payment in the previous 12 months. We would multiply that number by the amount of the payment, and then divide the total by 12. This number is what we would add to the monthly gross income. For more information, see CS:07:0 XI.
4. Staff will then identify any inclusions on the client's LES. If the inclusions do not meet any criteria in item 2, they must be included as income.
5. Staff will then identify new money that is listed on the LES. This amount can be divided by 12 and that number will be added to the monthly gross income.

If you have questions or require additional information, please contact Megan Downing, Information Response Management Group, Nutrition Services Section, at (512) 341-4400, extension 2349, or [megan.downing@dshs.state.tx.us](mailto:megan.downing@dshs.state.tx.us).

Attachment

**Military Income Instructions (LES Entitlements)**  
For more information, see CS:07.0 XI. and CS:09.0 II.A.

**Always exclude the following:**

1. Identify **Exclusions** on LES. These will **not** count as income.
  - Advance Pay or Advance Debt Pay
  - BAH – Basic Allowance for Housing
  - BAQ – Basic Allowance for Quarters
  - COLA – Cost of Living Allowance (only if soldier resides outside the USA, may say OCONUS COLA)
  - Debt Pay
  - FSH – Family Supplemental Housing
  - FSSA – Family Subsistence Supplemental Allowance / Save Pay
  - OHA – Overseas Housing Allowance
  - TSGLI Refund
  - Support/Com Debt – listed as both an Entitlement and Deduction
  - Amount taken out of check upfront for Veteran’s Educational Assistance Program or the GI Bill
  - Reimbursements for actual expenses

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2. Identify **Entitlements** that may be **excluded** from income. To be excluded, an Entitlement **must**:
  - A. Have been received in addition to the service member’s basic pay **and**
  - B. Have been received as a result of the service member’s deployment to or service in an area that has been designated as a combat zone **and**
  - C. Not have been received by the service member prior to the deployment to or service in the designated combat zone
3. Identify **Temporary/Additional Compensation** listed on the LES. Add all the payments received, divide by 12 and add this amount to the monthly gross income.
  - Career Sea Pay/Career Sea Pay Premium (higher rate of pay given depending on the number of years at sea)
  - Family Separation Pay
  - Fire Pay
  - Front Line Pay
  - Combat Pay
    - HDP – Hardship Duty Pay
    - HFP/IDP – Hostile Fire/Imminent Danger Pay
  - Hazardous Duty Incentive Pay
  - SDAP – Special Duty Assignment Pay
  - Combat SGLI allowance
  - Stop Loss Payments
4. Identify **Inclusions** listed on the LES. These must be **counted** as income.
  - Base Pay
  - BAS – Basic Allowance for Subsistence
  - COLA – Cost of Living Allowance (only if soldier resides inside the USA)
  - SBP – Military Survivor Benefits Plan
  - FLPP – Foreign Language Proficiency Pay
  - CEFIP – Career Enlisted Flyer Incentive Pay
  - Monthly payments received for school expenses in relation to Veteran’s Education Assistance Program or GI Bill
5. Identify **New Money** listed on the LES. Divide the amount by 12 and add this amount to the monthly gross income.
  - Clothing Allowances
  - Enlistment, Reenlistment bonuses or Selective Reenlistment Bonuses (SRB)

Military Personnel can access LES at <https://mypay.dfas.mil/mypay.aspx>.