

# Step by Step Checklist to Ensure Your Program's Demographic Information is Submitted Correctly

Clients Served	Most Recently Completed Fiscal Year (Actuals)	Current Fiscal Year (End of Year Estimates)	Proposed Fiscal Year (Estimates)
<b>1</b> Total Individuals Served			
<b>2</b> Single Units Served			
<b>3</b> *Family Units Served			
<b>Total</b>			

\* A family consists of two or more people (one of whom is the householder) related by birth, marriage, or adoption residing in the same housing unit that are claimed on the same tax form).

### Individual Client Information:

Gender	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>4</b>						
<b>Total</b>						

Age	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>5</b>						
<b>Total</b>						

Ethnicity	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>6</b>						
<b>Total</b>						

### Single and \*Family Unit Information:

Location	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>7</b> Menard County						
<b>8</b> Sangamon County						
<b>9</b> Unknown						
<b>10</b> Total						

Family Size	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>11</b>						
<b>Total</b>						

### Menard County Unit Information:

Single Income (% of MNFI: \$28,607)	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>12</b>						
<b>Total</b>						

Family Income (% of MFI: \$73,516)	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>13</b>						
<b>Total</b>						

### Sangamon County Unit Information:

Single Income (% of MNFI: \$34,491)	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>14</b>						
<b>Total</b>						

Family Income (% of MFI: \$72,772)	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>15</b> 0-50%						
<b>Total</b>						

### Other Client Information:

Other Services Clients are Receiving	Most Recently Completed Fiscal Year (Actuals)	%	Current Fiscal Year (End of Year Estimates)	%	Proposed Fiscal Year (Estimates)	%
<b>16</b>						
<b>Total</b>						

Below are simple equations or keys that will guide you in checking your demographic information. If any of your values do not add up as they should, please double check your work.

- 1=Total of 2+3
- 1=Total of 4
- 1=Total of 5
- 1=Total of 6
- 10=7+8+9
- 1=Total of 10
- 1=Total of 11
- 2=12+14
- 3=13+15
- 7=12+13
- 8=14+15
- 1=12+13+14+15
- 16 DOES NOT =anything (These are true values and will not add up exactly).

## Important Reminders:

- Singles: Are individuals with NO family.
- Family Units: Children and individuals with children and/or spouses are accounted for here. It does NOT matter whether or not you serve the whole family, they will still be accounted for here.
- UW income thresholds are **NOT % of poverty**. They ARE the % of the Median Family and Non-Family Income. Please make sure you match your clients' total income with the correct %.