

Living Allowance Increase Request

2023-2024

900 Hour HOUSING SERVICES Member

The base living allowance for a 900-hour member is \$10,642. Service sites can increase their member’s living allowance up to a maximum of \$17,600. You are required to pay FICA on the increase amount.

The total increase and FICA must be paid to HHCK before the increase will be distributed to the member. It is cleanest when issued ahead of the program year – it will be distributed equally among the program’s 26 payment periods.

Please follow the formula to find the total amount owed to HHCK (including site contribution amount). Once completed and signed, send to Holly Dennis at hdennis@hhck.org.

Service Site: _____

Member: _____

	Example	Fill in the blanks
Total Living Allowance:	\$14,642	_____
<i>Less Base Living Allowance:</i>	-\$10,642	-\$10,642
Living Allowance Increase Amount:	\$4,000	_____
x FICA Percentage (7.65%)	+ \$306.00	+ _____
Increase Amount + FICA Total	= \$4,306.00	= _____
Regular Site Contribution Amount	+ \$3,800	+ \$3,800
TOTAL AMOUNT DUE TO HHCK	= \$8,106.00	= _____

Service Site Authorized Signature: _____

Date: _____

*Send your total amount owed (less site contribution if paying separately) to HHCK at
306 West Main Street, Suite 207, Frankfort, KY 40601*