Overview of RGI Calculation Steps	
Step 1	Verify household composition Identify full-time students Identify family units and benefit units
Step 2	Determine the annual net income of individual family members using one of the following methods: **a) Tax-based net income OR** **b) Approximated net income "best estimate"**
Step 3	Determine monthly Adjusted Family Net Income (AFNI) • Add the annual net income of all members of the family unit or benefit unit • Exclude the income of full-time students • Divide by 12 to determine AFNI for a month. • Apply earnings exemption, if applicable
Step 4	Calculate the base RGI for each family unit and benefit unit in the household using the appropriate method: **30% of AFNI or Rent Scales (OW/ODSP)** • add these amounts to determine the base RGI for the household.
Step 5	Add any applicable utility charges **OR** subtract any applicable utility allowances.
Step 6	Compare the final amount to the **minimum** and/or maximum rent (Market rent) for the unit adjust as required.
Step 7	Apply any additional charges (i.e. parking, cable etc.) to determine the total Rent.
Step 8	Partial month rent If a new tenant moves into the unit mid-month, use the prorated rent table to calculate the partial rent for the month.
Final	Round the total RGI payable for the household down to nearest wholedollar & Notify the household of the total amount of RGI payable

**** Note If the household income is below the minimum basic amount that the household may be entitled to (e.g. GAINS, OW), then a Pursuit of Income is a requirement .*