

**YOU MUST PROVIDE CURRENT PROOF OF INCOME AND ENERGY COSTS WITH YOUR APPLICATION COVERING THE PAST 30 DAYS. IF NOT PROVIDED, IT WILL BE DENIED!**

***Proof of income and energy bills must be dated within the past 6 weeks!!!***

INCOME - TYPES OF INCOME AND ACCEPTABLE FORMS OF VERIFICATION

**\* Please note: Income verification *must* show the name of the person receiving the income and the dates/period covered**

- ★ **Wages/Earned Income** - Current copy of paystubs covering one full month of gross income; letter from employer with gross amount and period covered; Notice of Action from Social Services showing earned income; HUD statement with annual income amount
- ★ **Pensions and Annuities** - copy of check; annual statement from pension plan; copy of bank statement showing direct deposit
- ★ **SSI/SSA** - copy of check within the last 30 days; copy of bank statement showing direct deposit; dated annual benefit letter for current year; computer printout from Social Security Office; payee letter showing income amount for current year; Form 2458 from Social Security Office
- ★ **Interest/Dividend Income** - current statement from bank(s); current copy of financial statement(s) showing direct deposit; copy of current check
- ★ **Workers Comp/Disability/Unemployment Benefits** - current copy of check stub(s); current printout of award letter
- ★ **Child/Spouse/individual Support** - current court document; copy of check; signed statement from person providing the support; Notice of Action showing support amount
- ★ **Veteran's Benefits** - copy of check; benefit letter; letter of verification from VA; copy of current bank statement showing direct deposit
- ★ **Self-Employed** - copy of ledger/journal for past 3 months, signed/dated, showing gross receipts, expenses (listed out) and net gross. Also need current Tax Form 1040 and Schedule C
- ★ **Other Sources of Income** - current receipts for recycled materials; signed, sworn statement for odd jobs with dollar amount; signed, sworn statement showing amount received from family/friends
- ★ **No Income Verification** - signed, sworn statement explaining zero income for an adult in the home with no income for more than 30 days. If no income for 2 months or more, need signed statement on how the household is surviving (rent, food, necessities, etc.)