

# COMMON INCOME TYPES & REQUIREMENTS

Updated: 06/2019

**For income not listed here, please refer to the LIHEAP Manual.**

Type	Proof of income	Type	Proof of income
<b>ADOPTION/ FOSTER ASSISTANCE</b>	<ul style="list-style-type: none"> <li>Subsidy check stub</li> <li>Official state and/or court document</li> </ul>	<b>RETIREMENT</b>	<ul style="list-style-type: none"> <li>Statement from Source</li> <li>Bank statement but must include written justification</li> </ul>
<b>ALIMONY</b>	<ul style="list-style-type: none"> <li>Court documents</li> <li>Written statement form person paying support</li> <li>DHI Form</li> </ul>	<b>SELF-EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>Self-employment form <i>(must note all deductions but no proof/ receipts needed)</i></li> </ul>
<b>ANNUITIES</b>	<ul style="list-style-type: none"> <li>Statement from investment firm</li> <li>Bank Statement</li> </ul>	<b>SOCIAL SECURITY SSD</b>	<ul style="list-style-type: none"> <li>Current Year Benefit verification letter or annual letter form SSA</li> </ul>
<b>CHILD SUPPORT</b>	<ul style="list-style-type: none"> <li>Court document</li> <li>Written statement from person paying support</li> <li>DHI Form</li> <li>Reliacard statement</li> <li>Bank Statement</li> <li>Dept of Justice Printout</li> </ul>	<b>SSI</b>	<ul style="list-style-type: none"> <li>Current Benefit verification letter</li> <li>Annual letter from SSA</li> <li>Bank Statement</li> <li>FSRN (From HSD only)</li> </ul>
<b>EARNED INCOME</b>	<ul style="list-style-type: none"> <li>Wage Stubs</li> <li>Statement from employer</li> </ul>	<b>TANF</b>	<ul style="list-style-type: none"> <li>EBT Printout</li> <li>Official DHS documentation</li> <li>FSRN (from HSD only)</li> </ul>
<b>INFORMAL REGULAR INCOME</b>	<ul style="list-style-type: none"> <li>Receipts</li> <li>Income tracking records</li> <li>DHI Form</li> </ul>	<b>UNEMPLOYMENT</b>	<ul style="list-style-type: none"> <li>Printout of statement from the unemployment office. Must use weekly gross benefit</li> </ul>
<b>PENSIONS</b>	<ul style="list-style-type: none"> <li>Statement from Source</li> <li>Bank statement if with client statement/ documentation about any deductions <i>(1099R good back up)</i></li> </ul>	<b>VETERANS BENEFIT</b>	<ul style="list-style-type: none"> <li>Benefit award letter</li> <li>Correspondence from VA office</li> <li>Benefit payment check</li> <li>Bank Statement</li> </ul>
<b>PRIVATE DISABILITY INS</b>	<ul style="list-style-type: none"> <li>Award letter or benefit verification letter</li> </ul>	<b>ZERO INCOME</b>	<ul style="list-style-type: none"> <li>DHI Form (agency required to call HSD to verify accuracy via FSRN)</li> </ul>

**Income Verification Period = All GROSS income received (in the previous Calendar Month) for the Household**

- Exceptions
  - Last 30 days - Prior to appointment date (handy tool: [www.timeanddate.com](http://www.timeanddate.com))
  - Quarterly - Last 3 Consecutive months
  - Yearly - Last 12 Consecutive Months
- If using timeframe exception, must use it for **ALL** Household members. Required to put comment in the Payment Screen stating which timeframe was used.

**DHI Form can be used for but not limited to:**

- Zero Income
- Child Support
- Cash gifts (3 consecutive months)
- Cash income received

**Must verify with employer:**

- Job loss – If no other verification
- Hand written pay stubs/ employer statement if it does not clarify gross income
- Received less than standard # of pay checks in the month (unless it can be verified by other documents)

**Must comment on payment screen when:**

- Handwritten paystub or paystub with partial identifying information (i.e., first name only)
- Temporary Income