

Proof of Income Information

You must provide verification of gross income for ALL household members.

You may choose to verify income for the last 30 days, use your federal income tax return or for the most recent 12 months. **Income for all household members must be verified for the same time period. If you select 30 days or the most recent 12 months, you will need to provide all income during these timeframes. We are not able to average income.**

Verification should include:

The name of the person receiving the income; the date received and the source of the payment.

Following are examples of acceptable income verification:

1. WORK/EMPLOYMENT

Paid monthly	the most recent one (1) pay stub showing gross wages
Semimonthly - Paid 2 times per month	the most recent two (2) pay stubs showing gross wages
Bi weekly - Paid every 2 weeks	the most recent two (2) pay stubs showing gross wages
Paid weekly	the most recent four (4) pay stubs showing gross wages
Paid daily	Pay stubs showing gross wages paid each day for 30 days
Yearly	Federal income tax return

If needed pay stubs are not available, ask your employer for a printout of the dates needed

Examples of income and documentation needed:

1. Adoption Assistance	<ul style="list-style-type: none">• Official state and/or court documents, bank statements or check stubs
2. Alimony	<ul style="list-style-type: none">• Court documents, written statements from person paying support
3. Annuities	<ul style="list-style-type: none">• Statement from investment firm, bank statement
4. Child Support	<ul style="list-style-type: none">• Printout from child support recovery• Divorce decree• Copy of all checks for period (from the source)• ReliaCard - Phone verification by MICA
5. Dividends	<ul style="list-style-type: none">• Corporation letter, bank statement, 1099-DIV form
6. FIP	<ul style="list-style-type: none">• Most recent decision letter• Benefit letter/FIP statement from DHS
7. Foster Care	<ul style="list-style-type: none">• Official state and/or court documents, bank statements or check stubs
8. Housing Allowance	<ul style="list-style-type: none">• When considered part of wages – copy of contract or documentation stating this
9. Pensions (includes VA)	<ul style="list-style-type: none">• Copy of most recent check• Most recent award letter• Most recent bank statement showing direct deposit and clearly

		<ul style="list-style-type: none"> • Described as VA pension and name of recipient
10.	Per cap	<ul style="list-style-type: none"> • Statement from tribe regarding payments
11.	Rental Income	<ul style="list-style-type: none"> • Copy of most recent Federal Income Tax Return
12.	Self-Employment/Farm Income	<ul style="list-style-type: none"> • Copy of most recent year's Federal Income Tax Return If simple, ledger plainly showing gross wages
13.	School loans, stipends	<ul style="list-style-type: none"> • Some are countable and some are not-need a copy of the most and grants recent award letter
14.	Social Security, SSI or SSDI	<ul style="list-style-type: none"> • Most recent award letter • Most recent bank statement showing direct deposit with SS # of recipient along with description being social security • Printout from Social Security office • Direct Express – phone verification by MICA
15.	Unemployment	<ul style="list-style-type: none"> • Printout from Workforce Development Center with each check listed with gross amount family receives
16.	Strike benefits	<ul style="list-style-type: none"> • Statement from Union
17.	Zero Income	<ul style="list-style-type: none"> • If the household has NO income in the past 30 days, please select "No Income" on section 4

Annual Income guidelines are shown below:

Size of Household	Annual Gross Income
1	\$27,180
2	\$36,620
3	\$46,060
4	\$55,500
5	\$64,940
6	\$74,380
7	\$83,820
8	\$93,260
Each additional person beyond 8	\$9,440