

Counted Income Types	
Type of Income	Documentation Needed
Salary/Tips	<p>Pay Stubs for the last 4 weeks, they must be current and consecutive.</p> <p>-- OR --</p> <p>Employment verification form completely filled out, with verifiable signatures.</p> <p>-- OR --</p> <p>A letter on Company Letter Head-must have verifiable signature (from pay roll, HR, or company manager), hire date, rate of pay and number of hours the parent/guardian will be working per week.</p>
Reoccurring Cash Contributions	Average one month of payments
SSA	Current yearly award letter showing the amount received.
SSI	<u>For Adults in household only</u> - Current yearly award letter showing the amount received.
Child Support Received	<ul style="list-style-type: none"> • <u>Court-ordered child support</u> should be verified through the Clerk of the Court, any time it is paid. • <u>Non-Court-ordered</u>—written statement from the absent parent. <p>-- OR --</p> <p>Documentation showing proof of child support receipt or non-receipt.</p>
Self-Employed	Current Tax return. If no taxes were filed or the business is new, the parent/guardian must provide their current ledger/books with receipts showing business expenses and time parent/guardian spent "on the job". Deductions cannot be allowed without receipts for expenses. Never allow depreciation, meals, or entertainment,
Unemployment Compensation	Current monthly amount from the unemployment office.
Military FSSA housing assistance	Monthly benefit amount if parent/guardian is direct recipient
Work Release Payments	Monthly benefit amount
Retirement Benefits	Current monthly amount.
Cash Gifts (received regularly)	Written statement from the source with the amount and how often given. (One month of payment)

Counted Income types (continued)	
TANF	Current monthly awards letter showing the amount, and for referral programs the amount can be written on the referral.
Veteran Benefits	Current yearly award letter showing the amount received.
Money Received from Employer as Employee benefit for child care (if paid directly to the employee)	Amount paid per month
Alimony	Court order and /or proof that payments are being received.

Excluded Income Types (Not counted when considering gross household income)	
School Loans/Grants	Are excluded as income as these have to be repaid.
Alimony (paid out of the home)	In order to exclude family needs to submit-Court order and proof of payment or pay stubs showing alimony is actually being paid. Exclude the monthly amount paid.
One time only gifts	Non-recurring monies received once as a gift-birthday present, etc.
Work Study	Non- taxable income from the school.
Child Support (paid out of the home)	To exclude from household income must obtain -Court order and pay stubs showing the child support is being deducted from pay or copies of check/money orders showing child support is being paid out.
Food Stamps	Needs to be listed in EFS but is excluded as income.
Foster Parent payment	Parents in this category will most likely be BG 1-13
Earned income of an 18 year old in a secondary school	Earned income of an 18 year old family member who is enrolled as a full-time student in a secondary school or its equivalent is excluded.
(RCG) TANF/Guardianship Assistance Program Payments	Relative Care Giver TANF-current award letter showing the monthly amount to show that client is eligible for BG3-RCG or BG3R-GAP.
Adoption Benefits	<p>If a foster parent/legal guardian/relative adopts a child and they get adoption benefits this income is not counted in the family's total gross income. Adoption Subsidy Payments</p> <p>The following "Federal Means-Tested Public Benefits" payments are excluded from total family income and each child under eighteen receiving payments is calculated as a single person family for determining eligibility. - Supplemental Security Income.</p>
SSI -Payments	If payments are for a child's disability, it is excluded as income. This is paid to children who are seriously disabled at birth or later or to adult individuals who have been determined permanently disabled and have not had sufficient work history to receive Social Security benefits.
Economic Stimulus Payment	Onetime payment made by US government to taxpayers to stimulate economy
Housing Payments	Housing assistance payments from HUD issued directly to a landlord and associated utilities expense
Money borrowed with an established repayment plan	
VISTA (Volunteers in Service To America) Payments	
Earned Income Tax Credits or dependent care credits	