

Income documentation requirements (referred to as “proof” or “proof of income”) refers to the specific paperwork submitted by the customer to the agency via U.S. mail, fax, or electronic form. This documentation is used by the agency caseworker for purposes of calculating household income and determining if the customer is eligible (or not) for the program.

Income documentation may include the following:

- 4 consecutive weeks worth of Pay stubs from employers
- 4 consecutive weeks worth of Pay stubs from government organizations
- Documents from family or friends
- Social Security rewards letters
- Bank statement showing direct deposit information for SSI and SSD only
- Official tax return documents
- If self-employed or owns a small business, the income documentation will include a copy of the latest federal income tax return.

Unearned income. Unearned income includes, but is not limited to, the following:

- Public assistance grants.
- Social Security benefits.
- Workers' compensation.
- Supplemental Security Income.
- Unemployment compensation.
- Support payments.
- Cash gifts and contributions.
- Pensions.
- Interest and/or dividends from investments or bank accounts.
- Veterans' benefits.
- Funds withdrawn from Individual Retirement Accounts, Certificates of Deposit and proceeds from the sale of stock certificates.
- Utility Allowances paid directly to the household from the landlord or public housing agency to cover utility bills.
- Income from nonresident rental property managed by a rental agency or another person