

INCOME WORKSHEET INSTRUCTIONS

CAAs are required to use/complete the Income Worksheet to document income for all Household members 18 years or older.

INCOME VERIFICATION PERIOD

All income is counted on a previous three (3) or twelve (12) month income verification period for standard LIHEAP Applications and one (1) month or prior 30 days for ECIP only. For example, the client applies in December and chooses to use the three (3) month income verification period. The income verification needed would be income from all sources received during the months of September, October, and November. If the client applies in December and requests to use the 12-month income verification period, the income verification necessary would be income received during December of the previous year through November of the current year.

Calculate total Household income based on all sources of income received during the requested income verification period. Do not use the pay period date as this only indicates when the income was earned and not when the income was received by the Household.

SELF EMPLOYMENT - REMINDERS

In situations where the Household income includes self-employment income, all income must be documented for the same income verification period. If the Primary Applicant chooses the twelve (12) month income verification period, self-employment income and other Household income needs to be documented for twelve (12) months. If the Primary Applicant chooses the three (3) month income verification period, documentation would be required for other Household income for the previous three (3) months.

An Applicant with self-employment income must use a current year's tax return.

If the Applicant has not filed a federal tax return for the most recent IRS filing period/year, then the prior year's tax return may be used. In such cases, the Applicant must sign an Applicant Income Affidavit certifying that their self-employment earnings for the twelve (12) months preceding the Date of Application have remained approximately the same as the self-employment income reported on the prior year's federal tax return.

If the Applicant is recently self-employed and therefore has not yet submitted a self-employed tax return, the Applicant will need to complete a Self-employment Worksheet (see Completing the Forms) accounting for income for the previous 365 days (or number of days in business) prior to the Date of Application. If the Household is using the three (3) month income verification period, self-employment income for the previous 365 days prior to the Date of Application, or annual income from tax return, will be prorated to three (3) months. The formula for prorating self-employment income is total net income divided by four (4).

COMPLETING THE INCOME WORKSHEET

The Income Worksheet is completed by the CAA staff and signed by the Primary Applicant and the certifier.

Intake worker will complete the following:

1. CAA (agency) name
2. Primary Applicant Name and Date of Application.
3. "From" and "To" dates for the selected income verification period.

Steps 3 through 5: Record income in the column that corresponds to the selected income verification period (1 Month, 3 Months, or 12 Months). Example: If the income verification period is three (3) months, use the "3 Months" (the columns for "1 Month" and "12 Months" would be blank).

4. Record any "**non-earned income**" the Household receives such as TANF, VA, SS, SSI, etc. Include the name of the Household member receiving the income, the source of income, the amount, and frequency of income (monthly, bi-weekly, etc.).

5. Record all “**earned income**” the Household receives such as wages, self-employment, and odd job income. Include the name of the Household member receiving the income, the Employer name, and the Employment Dates.

Under the heading “Employment Dates” indicate the date the Applicant started employment and the date when they ended employment.

Example: Applicant applied for HEAP on October 5, 2016;

They have wages from a job they started on June 9, 2016 and ended employment on September 27, 2016;

The “Employment Dates” documented would be 06/9/16 – 09/27/16.

6. Record any “**miscellaneous**” income the Household receives such as interest, dividends, child support, alimony, workers comp, zero income, etc. Include the name of the Household member receiving the income, the type of income, the amount, and frequency of the income (i.e., monthly, bi-weekly, etc.).
7. Under the “**Comments**”, document all information pertinent to Household income. Include information such as why some adult members do not have any income, if rental property is not rented and why etc. Detailed information provided on the Worksheet will assist the certifier by answering any questions they might have about Household income on the Application.
8. Have the Primary Applicant sign and date the Income Worksheet.
9. Make copies of all proof of income and documentation brought in by the Primary Applicant. Attach documents to the worksheet
10. If there is any income reported without proof supplied, a Reminder Form is completed, a copy given to the Primary Applicant and the Application is then designated as pending.

Certifier will:

1. Confirm there is back-up documentation (paystubs, SS award letters, tax forms, etc.) for each type of income listed on the Income Worksheet and income documentation is adequate for the income verification period. Example: Applicant applied on 12/12/XX and has wages paid on a weekly basis. Applicant selected to have their income verified for the previous 3 months (September, October and November). The file would need to have either:
 - o A paystub for each week during the 3 months income verification period or
 - o If the paystub contains the Year-to-Date income the file would need the first paystub in September and the last paystub November.
2. Calculate the income of each income type for the selected/ appropriate income verification period.
3. Record the total gross income in the respective column on the Income Worksheet.
4. Sign and date the Income Worksheet.