

<p><b>Instructions for:</b> <b>Form D: Income Certification</b></p>	 <p>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</p>
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**Description:** although income is not a factor in determining eligibility for all PSH programs, income at program entry must be calculated because this is a required ONE System data element. As a condition of eligibility for permanent supportive housing, each Client must agree to supply the information necessary to verify the Client’s income; this varies by subsidy program. Programs that charge rent also collect income information in order to calculate the Client’s rental portion.

**Notes:** income recertification occurs annually for applicable programs. Income minimums and maximums apply under CTCAC.

**Applicability:** all Clients should fill out Form D to document all sources of income during intake/assessment.

<b>1</b>	Continuum of Care
<b>2</b>	General Fund/LOSP
<b>3</b>	HUD 202/Section 8 PBV
<b>4</b>	MHSA-FSP
<b>5</b>	HSH Fund (formerly Care Not Cash)
<b>6</b>	LIHTC - CTCAC

**General Instructions:** Form D should be filled out by the Client who will be the Head of the Household. An additional copy of Form D should be filled out by each additional adult (18+) member of the household.

All adult members of the household must identify all sources of income and either:

- Affirm the lack of income, **or**
- Submit proof of income (where required)

The requirements for proof of income vary by subsidy source and may include:

- Documentation: paystubs, tax forms, etc.
- Self-declaration forms/statements
- Third-party verification: letters or statements from case managers, social services agencies, employers, etc.

See Table 3 for additional information.

Table 3 includes:

- Examples of documents and third-party verification
- Additional resources and references

**Note:** Table 3 is included for advisory purposes, only. The actual documentation/verification that is required will be identified by the PSH provider. Additional documentation/verification may be requested at any time during the application process.

**Note:** the following funding sources **do not** require third-party verification:

<b>2</b>	General Fund/LOSP
<b>4</b>	MHSA-FSP
<b>5</b>	SHS Fund (formerly Care Not Cash)

**Note:** the following funding sources **do** require third-party verification:

<b>1</b>	Continuum of Care
<b>3</b>	HUD 202/Section 8 PBV
<b>6</b>	LIHTC - CTCAC

Consult with the PSH provider for further details.

Section	Topic	Instructions
<b>Section 1. Income Questionnaire</b>	Lines 1 - 16	Review each income type listed (lines 1-16), check “yes” if you have this form of income, and “no” if you do not.
	<b>For Staff Use Only:</b> Lines 1 - 14	On each line (1-14), where the Client checked “yes”, fill in the monthly gross income and (where applicable) the supplemental information (i.e. source(s) of child support, etc.).
	<b>For Staff Use Only:</b> Line 12	<b>Note:</b> if the Client is actively making efforts to collect child support owed, some documentation of the effort will be required, consult with the PSH provider for details.
	<b>For Staff Use Only:</b> Line 15	Whether or not student financial aid is counted toward income, and how this is calculated varies by subsidy source. The Client should simply check “yes” or “no” – the amount will be calculated by the PSH provider.
	<b>For Staff Use Only:</b> Line 16	Whether or not unreimbursed/eligible expenses are deducted from income, and how this is calculated varies by subsidy source. The Client should simply check “yes” or “no” – the amount will be calculated by the PSH provider.
	<b>For Staff Use Only:</b> Total Monthly Gross Income (page 3)	Add up all values in the “Monthly Income (Gross)” column (lines 1-14) and record that in the “Total Monthly Gross Income” box.  <b>Note:</b> If the Client has checked “yes” on lines 15 or 16, the amount will be calculated (and deducted) by the PSH provider.
	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>Note:</b> income information will need to be kept current throughout the referral process. It may be prudent to wait to fill in the “amount” column and certifications until after a housing match has been made.</p> </div>	

	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>Note: for Checklist 6 (CTCAC) Only.</b>                      The Client will also need to complete the TICQ. The TICQ contains the same information as Section 1, Income Questionnaire, but the state requires that this be completed on the state form. Please request this form from the PSH provider.</p> </div>	
<p><b>Section 2. Certifications</b></p>	<p>Signatures</p>	<p><b>STOP</b> – do not sign or date this section until instructed to do so by Access Point/Coordinated Entry/Housing Navigation staff.</p>
	<p><b>For Staff Use Only:</b> Signatures</p>	<p><b>Access Point/Coordinated Entry/Housing Navigation staff:</b> once you have reviewed the form and confirmed that it is complete, please ask the Client to sign the form, and do the same.</p>
<p><b>Section 3. Declaration of Zero Income [Optional]</b></p>	<p>Signatures</p>	<p><b>STOP</b> – do not complete this section until instructed to do so by Access Point/Coordinated Entry/Housing Navigation staff.</p>
	<p><b>For Staff Use Only:</b> Signatures</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> it is uncommon for an adult Client to have zero income. For Clients with zero income, please consult with your supervisor.</p> </div>	<p><b>Access Point/Coordinated Entry/Housing Navigation staff:</b> once you have reviewed the form and confirmed that the Client has zero income, please ask the Client to sign the form, and do the same.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note: for Checklist 6 (CTCAC) Only.</b>                      The Client will also need to sign the Certification of Zero Income (COZI) form and fill out the lower portion. Please request this form from the PSH provider.</p> </div>

**Table 3. Income Verification**

	1 - Continuum of Care	3 - HUD 202/Section 8 PBV	6 - LIHTC - CTCAC
<b>1 - Employment</b>	Three (3) months of most current consecutive pay stubs, <b>and</b> most current Federal Income Tax Return Form 1040; <b>or</b> if Federal Income Taxes have not been filed include W2(s).	Enterprise Income Verification (EIV) required. <b>Note:</b> If EIV is not available during the application process property staff must rely on third-party verification and 4-6 consecutive paystubs. If the Client does not agree to sign a Consent to Release form (HUD-9886 or HUD-9887) they may be denied for assistance.	Verification (VOE) <b>and</b> three (3) months of most current consecutive pay stubs. <b>Note:</b> the three most recent consecutive months of paystubs are required at move-in. <b>Best Practice:</b> collect tax returns.
<b>New Employment:</b>	If Client has recently started a new job and has not received at least one (1) month of paystubs; employment verification letter from employer, stating current gross wages/hours, overtime pay, and/or salary.	Third-party verification and paystubs.	<b>Note:</b> many owners/agents are not comfortable with approving applicant to move in without the VOE & three (3) months of paystubs as Client could be over income. In this case, the Client could either face waiting to be approved or even denial of their application.
<b>Seasonal/Irregular Employment:</b>	Most current Federal Income Tax Return Form 1040; <b>and</b> most current three (3) months of paystubs for the employment; <b>and</b> employment verification letter from employer, which indicates the period of the year that the Client will work as a seasonal employee, <b>or</b> discontinued employment.	Current income at time of application will be completed with third-party verification and paystubs, also confirm if Client is receiving EDD during off hours and verify that income. When income changes resident will request an Interim Certification and verification of the change will be completed. See also HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), p.10.	Follow rules for employment verification, plus verify if Client is receiving EDD or any form of public assistance or family support during off times. COVID Verification: Clarification of record that has three(3) documented attempts a minimum of 5 business days apart for VOE and 3 consecutive months paystubs for move in; if a Client or household recently started a job, then 75% test of 4 to 6 consecutive paystubs.
<b>2 - Self-employment/Self-reported income</b>	Self-declaration of type and income (i.e. recycling, gig work, etc.), <b>and</b> most current Federal Income Tax Return Form 1040 with 1040 Schedule C and/or Form 8829, <b>or</b> self-declaration verification letter from customer/client or certified self-affidavit letter, or self-employment (i.e. housekeeping, child care) verification letter from customer/client to prove continuing, discontinued, or temporarily discontinued self-employment services.	Self-Employment Affidavit, <b>and</b> most recent tax return and all schedule and 1099s, <b>or</b> if no tax return: 4506-C (fax confirmation and/or IRS response) and all schedules and 1099s and most recent Profit and Loss Statement. For gig workers that are new to job three (3) most recent consecutive months of printouts showing gross pay. For gig workers that have been with same app and have filed tax return with that income 1040, Schedule C and 1099. See also HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), pp. 18 and 25.	Self-Employment Affidavit, <b>and</b> most recent tax return and all schedules and 1099s, <b>or</b> if no tax return: 4506-C (fax confirmation and/or IRS response) and all schedules and 1099s <b>and</b> most recent Profit and Loss Statement. Work Number can provide Tax Transcripts with submittal of 4506-C form. For gig workers that are new to job TCAC requires three (3) most recent consecutive months of printouts showing gross pay. For gig workers that have been with same app and have filed tax return with that income 1040, Schedule C and 1099.
<b>3 - Unemployment</b>	If the Client receives unemployment or has recently vacated employment and may be eligible for unemployment benefits: unemployment benefits verification letter from EDD, <b>or</b> verification of unemployment from the last employer indicating the Client's last day of employment, <b>or</b> printout of two (2) check stubs.	Enterprise Income Verification (EIV) required. <b>Note:</b> If EIV is not available during the application process property staff must rely on third-party verification and 4-6 consecutive paystubs. If the Client does not agree to sign a Consent to Release form (HUD-9886 or HUD-9887) they may be denied for assistance. Verification must calculate as if 52 weeks [SCREEN Shot acceptable] or award letter or printout of two (2) check stubs. See also HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), p.23.	Negative VOE <b>or</b> official business letter/email to confirm the Client is no longer employed/terminated/indefinitely furloughed. Verification (MUST calculate as if 52 weeks) [SCREEN Shot acceptable] <b>or</b> EDD printout of Profile page, payment page and summary page, <b>or</b> award letter <b>or</b> printout of two (2) check stubs.
<b>4 - Retirement, etc.</b>	Most recent statements, <b>or</b> verification letter/statement from Client's caseworker or the agency indicating the amount of benefits received, and the start and/or end date of the benefit.	See HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), p.14.	Consult with PSH provider.
<b>5 - Monetary Support</b>	Verification letter/statement from Client's caseworker or the person giving monetary support and the amount of support.	Verification letter from the person giving monetary support and the amount of support (for example "I give my mom X\$/month") and Tenant Affidavit. <b>Best Practice:</b> collect bank statement. See also Tax Credit notes.	Verification letter from the person giving monetary support and the amount of support (for example "I give my mom X\$/month") and Tenant Affidavit. <b>Best Practice:</b> collect bank statement if the money is deposited into the Client's account. If the money is transferred via Paypal, Venmo, CashApp, etc. the Client will need to provide the most recent three (3) consecutive months of history from the app.
<b>6 - Other income</b>	Most recent statements <b>and/or</b> verification letter/statement from the Client's caseworker or the agency indicating the amount of income and the start and/or end date of the income.	Consult with PSH provider.	Third-party verification is always preferred. If that cannot be obtained after three (3) reasonably timed attempts, annual and/or monthly statements and/or printouts may suffice. <b>Note:</b> most property owners/agents have applicable verification forms for the most common sources of income that should be utilized for third-party verification. Consult with PSH provider.
<b>7 - Public Assistance (AFDC/GA/TANF)</b>	Most recent statements.	Typically, a completed verification from HSA or the public assistance agency. Verification must calculate as if 52 weeks (one year) of income. A screenshot may be acceptable; consult with the PSH provider.	Typically, a completed verification from HSA or the public assistance agency. Verification must calculate as if 52 weeks (one year) of income. A screenshot may be acceptable; consult with the PSH provider.

8 - Social Security (SSA & SSDI)	Most recent statements <u>and/or</u> verification letter/statement from Client's caseworker or the agency indicating the amount of benefits received, and the start and/or end date of the benefit.	An Annual Benefit letter is preferred (this will typically include COLA information as well) <u>or</u> a current benefit letter within 120 days of move in <u>or</u> the Client's online S.S. account printout of same. A screen shot may be acceptable; consult with the PSH provider. <b>Note:</b> a cost of living adjustment may be required. See also HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), p.14.	An Annual Benefit letter is preferred (this will typically include COLA information as well) <u>or</u> a current benefit letter within 120 days of move in <u>or</u> the Client's online S.S. account printout of same. A screen shot may be acceptable; consult with the PSH provider. <b>Note:</b> a cost of living adjustment may be required.
9 - Disability - LTD and STD (EDD - SDI)	Most recent statements <u>and/or</u> verification letter/statement from Client's caseworker or the agency indicating the amount of benefits received, and the start and/or end date of the benefit.	Enterprise Income Verification (EIV) preferred. <b>Note:</b> if EIV is not available during the application process property staff could rely on third-party verification which could include award or benefit letters <u>and/or</u> copies of validated bank deposit slips <u>and/or</u> bank statements <u>and/or</u> 4 - 6 weeks of check stubs for benefits paid. Consult with PSH provider. <b>Note:</b> if the Client does not agree to sign a Consent to Release form (HUD-9886 or HUD-9887) they may be denied for assistance.	Third-party verification preferred which could include award or benefit letters <u>and/or</u> copies of validated bank deposit slips <u>and/or</u> bank statements <u>and/or</u> 4 - 6 weeks of check stubs for benefits paid. <b>Best practice:</b> 4 - 6 weeks of check stubs for benefits paid. Consult with PSH provider.
10 - Supplemental Security Income (SSI)	Most recent SSI statements <u>and/or</u> verification letter/statement from Client's caseworker or the agency indicating the amount of benefits received, and the start and/or end date of the benefit.	Most current benefit printout or award letter; must be current within 120 days. See also HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), p.14.	Most current benefit printout or award letter; must be current within 120 days.
11 - Veterans Benefits	Third-party verification from the VA office <u>or</u> a printout directly from the VA office <u>or</u> a verification letter/statement from the Client's caseworker indicating the amount of benefits received, and the start and/or end date of the benefit.	Third-party verification from the VA office <u>or</u> a printout directly from the VA office.	Third-party verification from the VA office.
12 - Child Support & 13 - Alimony/Support	Verification letter/statement from Client's caseworker or the agency indicating the amount of benefits received, and the start and/or end date of the benefit. <b>Note:</b> this applies to both DCSS (child support enforcement) and Direct Paid (from custodial parent pays direct to custodial parent) child support.	Verification of child support typically comes from the Department of Child Support, <u>or</u> court order <u>or</u> CASES payment printout/summary page. <b>Note:</b> the Client will need to include as income regardless of whether payments are received or include proof of legal action filing with child support enforcement; in that case only the amount received is included as income. This applies to both DCSS (child support enforcement) and Direct Paid (from custodial parent pays direct to custodial parent) child support. Verification of alimony is typically obtained through the divorce decree and/or the court order. See also HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), p.2.	Verification of child support typically comes through the Department of Child Support, <u>or</u> a court order, Verification of child support typically comes from the Department of Child Support, <u>or</u> court order <u>or</u> CASES payment printout/summary page <u>or</u> in the event of a private payment agreement, the agreement is verified with the source of the payment. <b>Note:</b> the Client will need to include as income regardless of whether payments are received or include proof of legal action filing with child support enforcement; in that case only the amount received is included as income. This applies to both DCSS (child support enforcement) and Direct Paid (from custodial parent pays direct to custodial parent) child support. Verification of alimony is typically obtained through the divorce decree and/or the court order.
14 - Unearned Income (from minor)	Verification letter/statement from Client's caseworker or the agency indicating the amount of benefits received, and the start and/or end date of the benefit.	Most minor income is not applicable. Consult with PSH provider.	Most minor income is not applicable. Consult with PSH provider.
15 - School	If an adult (18+) member of the Client's household is a full- or part-time student submit a current school schedule <u>and</u> school year financial aid letter. <b>Note:</b> Although financial aid (grants, school loans, work-study program) is not considered income as long as you are in school, the Continuum of Care program requires financial aid statements for record-keeping.	See HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), p.12.	Consult with PSH provider.
16 - Unreimbursed/Eligible Expenses	Include receipts for eligible unreimbursed expenses.	See HUD Occupancy Handbook, Appendix 3: Acceptable Forms of Verification (4350.3 REV-1), pp. 6 & 16.	Consult with PSH provider.

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