

Part A Form Instructions - Elderly

OREGON HOUSING AND COMMUNITY SERVICES Instructions for Completing Verification of Income Part A

Project name, address, move-in date, type of certification, unit number, bedroom size, and monthly rent should be completed by the owner/management agent.

Family member information (members, income, & asset information) should be completed by the owner/management agent with information provided by the family. The information provided should be sufficient to determine whether an individual or a family constitutes a low-income resident for federal income-tax purposes.

Include the following.

1. All wages and salaries, over-time pay, commissions, fees, bonuses, etc.
2. Net income for operation of a business or profession, or from the rental of real property.
3. Interest and dividends.
4. Full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.
5. Payment in lieu of earnings such as unemployment and disability compensation, worker's compensation and severance pay.
6. The maximum amount of public assistance available to the persons.
7. Periodic and determinable allowances, such as alimony and regular contributions and gifts received from persons not residing in the dwelling.

Exclude the following.

1. Casual, sporadic or irregular gifts.
2. Amounts which are specifically for or in reimbursement of medical expenses.
3. Lump sum additions to family assets such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlements for personal or property losses.
4. Payments to volunteers under the Domestic Volunteer Service Act of 1973.
5. Payments received under the Alaska Native Claims Settlement Act.
6. Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes.
7. Payments on allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program.
8. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians.
9. Payments received from the Job Partnership Training Act.
10. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims or from funds held in trust for an Indian tribe by the Secretary of the Interior.