# Income – Documenting

**This list is not all-inclusive. If you have questions, please contact OHCS Program Analysts.**

| **Applicable Program** | **Type of Income** | **Include in Income Calculation?** | **Acceptable Types of Documentation** | **Documentation** |
| --- | --- | --- | --- | --- |
| **EHA, ERA, ESG, HSP, HTBA** | **Wages, salary,**  **etc.** | Yes | Copy of most recent paystub(s) | * Obtain copy(ies) of most recent pay stub(s) from applicant. * Include copy(ies) in participant file. |
| **OR** | |
| Written verification of income. | * Mail, fax, email written verification of income request directly to employer(s). * Obtain signed and dated verification of income from employer(s). * Include verification of income in file. |
| **OR**  *(if written third-party documentation cannot be obtained)* | |
| Oral verification of income. | * Contact employer(s) by phone or in person to obtain oral verification. * Document oral verification of income. * Include verification of Income in file. |
| **OR**  *(if written documentation or oral third-party verification is not obtained)* | |
| Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |
| **EHA, ERA, ESG, HSP, HTBA** | **Business income1** | Yes | Copy of most recent federal or state tax return showing net business income | * Obtain copy of most recent federal or state tax return from applicant. * Include copy in file. |
| **OR**  *(if written documentation cannot be obtained)* | |
| Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |
|  | 1 It can be a challenge for grantees and sub-grantees to obtain third-party verification of self-employment income. When third-party verification is not available, sub-grantee should request a notarized tenant declaration that includes a perjury statement. | | | |
| **EHA, ERA, ESG, HSP, HTBA** | **Interest and dividend**  **income** | Yes | Copy of most recent interest or dividend income statement | * Obtain copy(ies) of most recent interest or dividend income statement from applicant. * Include copy(ies) in file. |
| **OR** | |
| Copy of most recent federal or state tax return showing interest, dividend or other net income | * Obtain copy of most recent federal or state tax return from applicant. * Include copy in file. |
| **OR**  *(if written documentation cannot be obtained)* | |
| Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |
| **EHA, ERA, ESG, HSP, HTBA** | **Pension and/or retirement**  **income** | Yes | Copy of recent statement or benefit notice from Social Security Administration (SSA), pension provider, or other source | * Obtain copy(ies) of most recent benefit notice, pension statement or other payment statement from applicant. * Include copy(ies) in file. |
| **OR** | |
| Written verification of income. | * Mail, fax, email verification of income request directly to Social Security, pension provider or other source. * Obtain signed and dated verification of income from income source. * Include Verification of Income in file. |
| **OR**  *(if written third party documentation cannot be obtained)* | |
| Oral verification of income. | * Contact source(s) by phone or in person to obtain oral verification of income. * Document oral verification of income. * Include Verification of Income in file. |
| **OR**  *(if written documentation or oral third-party verification cannot be obtained)* | |
| Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |
| **EHA, ERA, ESG, HSP, HTBA** | **Unemploy-ment and disability income** | Yes | Copy of most recent unemployment,  worker’s compensation, SSI, SSDI, or  severance payment statement or benefit notice | * Obtain copy(ies) of most recent payment statement(s) and/or benefit notice(s) from applicant. * Include copy(ies) in file. |
| **OR** | |
| Written verification of income. | * Mail, fax, email verification of income request directly to unemployment administrator, worker’s compensation administrator, or former employer. * Obtain signed and dated verification of income from income source. * Include verification of income in file. |
| **OR**  *(if written third party documentation cannot be obtained)* | |
| Oral verification of income. | * Contact source(s) by phone or in person to obtain oral verification of income. * Document oral verification of income. * Include Verification of Income in file. |
| **OR**  *(if written documentation or oral third-party verification cannot be obtained)* | |
| Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |
| **EHA, ERA, ESG, HSP, HTBA** | **TANF/ public**  **assistance** | Yes | Copy of most recent TANF payment statement or benefit notice | * Obtain copy(ies) of most recent benefit notice(s) or payment statement(s) from applicant. * Include copy(ies) in file. |
| **OR** | |
| Written verification of income. | * Mail, fax, email verification of income request directly to TANF administrator. * Obtain signed and dated verification of income from income source. * Include verification of income in file. |
| **OR**  *(if written third party documentation cannot be obtained)* | |
| Oral verification of income. | * Contact source(s) by phone or in person to obtain oral verification of income. * Document oral verification of income. * Include Verification of Income in file. |
| **OR**  *(if written documentation or oral third-party verification cannot be obtained)* | |
| Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |
| **EHA, ERA, ESG, HSP, HTBA** | **Armed Forces income** | Yes | Copy of pay stubs, payment statement, or other government-issued statement indicating income amount | * Obtain copy(ies) of most recent payment stubs(s), statements, or other government-issued statement from applicant. * Include copy(ies) in file. |
| **OR** | |
| Written verification of income. | * Mail, fax, email verification of income request directly to appropriate armed services representative. * Obtain signed and dated verification of income from income source. * Include Verification of Income in file. |
| **OR**  *(if written third-party documentation cannot be obtained)* | |
| Oral verification of income. | * Contact source(s) by phone or in person to obtain oral verification of income. * Document oral verification of income. * Include Verification of Income in file. |
| **OR**  *(if written documentation or oral-third party verification cannot be obtained)* | |
| Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |
| **EHA, ERA, ESG, HSP, HTBA** | **No Income Reported** | N/A | Self-declaration of income. | * Obtain signed and dated original self-declaration of income from applicant. * Worker documents attempt to obtain third-party verification (written or oral) and signs self-declaration of income. * Include self-declaration of income in file. |