

# Declaration of Household Income

This form is used to verify income qualification for assistance through KLCAS' Crisis Management Program, as per CSBG ARRA guidelines.

**Applicant Name:** \_\_\_\_\_

**Household Size (HS):** \_\_\_\_\_

## Income Sources

List the amount and source of all household income. *In addition to regular wages, include assistance payments such as alimony, SSI, TANF, child support, veteran's benefits, unemployment insurance, worker's compensation, retirement/pensions, social security benefits, and any other regular income sources (see back for additional details).*

**Monthly Amount**

**Source of Income**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the information stated is true and accurate and by signing this form, I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Income Calculation: This section is filled out by Intake Worker

Total Mo. Income x 12 = Annual Household Income / Poverty Level (based on HS) = % of Federal Poverty

\_\_\_\_\_ x 12 = \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_  
Signature of Intake Worker

\_\_\_\_\_  
Date

Considered Income

- Annuities, Pensions, Retirement
- Assistance payments: retirement survivors disability insurance (RSDI), supplemental security insurance (SSI), MSA, TANF, MFIP, general assistance
- Business income: income from a business, less business expenses
- Capital gains or losses: for self-employment only – IRS form 4794
- Cash gifts: must provide regular support for an individual or for the family
- Contract for deed: consider annual interest payment divided by the period used to determine eligibility
- Declaration of Personal Income: irregular income resulting from occasional sources such as yard work, childcare, bottle/can collection, donating blood/plasma, etc.
- Dividends, Interest & Royalties: if over \$200 per year and is withdrawn
- Jury Duty pay
- Military pay: when a household member is deployed, that person remains a household member. The deployed person's income is counted as household income, except that portion paid directly to the deployed person for expenses
- Payments from government sponsored programs: such as agricultural programs
- Payments on behalf of the household: must provide regular support for the family
- Regular lump sum payments: consider annual payment divided by the period used to determine eligibility
- Rental income: consider annual payment divided by the period used to determine income eligibility
- Social Security Benefits: gross amount of the check (includes amount deducted for Medicare). Count for all household members (even minors and students)
- Spousal support and child support: do not deduct child support from the household paying it.
- Strike benefits
- Training allowances: from Federal and state Employment programs, only the portion that pays or reimburses for living expenses (i.e. jobs plus)
- Tribal per capita payments from casinos

- Trust disbursements
- Unemployment insurance
- Veterans benefits (see exceptions below)
- Wages, Salaries, commissions, Bonuses, Profit sharing, tips, Vacation pay, Severance pay, Sick leave, Royalties and honoraria which result from the client's work or service
- Workers compensation

Not Considered Income

- Adoption assistance
- Draw-down on assets
- Earned Income Credit: any EIC displayed on a pay check should be deducted from the gross income.
- Earned income for minors or K-12
- Employers paid fringe benefits
- Foster grandparents and Senior Companion programs
- Food or rent received in exchange for work
- Gambling or wagers winnings
- Income passed through to creditors: such as forced sales
- Indian per capita in-kind income
- Irregular cash gifts or payment on behalf of the household
- Job related expenses for non-self-employed
- Loans
- Non-recurring lump sum payments
- Overpayment and refunds
- Program participation income: Title V of the Older Americans Act: Experience Works, Senior Health Aides, Senior Companions; Domestic Volunteer Service Act: VISTA, Americorps, UYA, RSVP, Foster Grandparent Program, ACE
- Reimbursements: such as job related expenses such as mileage or uniforms; for medical expenses; income tax refunds or rebates
- Section 8 mortgage payments: may be cash payments to the household or regular payments on the behalf of the household
- Student income (grants)
- Vietnam Agent Orange benefits and Veteran's Education allowance

**2009 Federal Poverty Guidelines**

<u>Household Size (HS)</u>	<u>Poverty Guideline</u>	<u>200% of Poverty</u>
1	\$10,830	\$21,660
2	\$14,570	\$29,140
3	\$18,310	\$36,620
4	\$22,050	\$44,100
5	\$25,790	\$51,580
6	\$29,530	\$59,060
7	\$33,270	\$66,540
8+	(+\$3,740 per each additional)	(+\$7,480 for each additional family member)