

Income Verification for First Step Enrollment

Income is required from both child's parents/guardians/caregivers whom have primary custody or contribute to the child's welfare.

Income includes:

Include gross money income, **before taxes**. Partial year income information must be annualized for an estimate of annual family income. Other income sources:

- employment earnings
- unemployment and workers' compensation payments
- Social Security and Supplemental Security Income (SSI) benefits - public assistance payments (e.g., Temporary Assistance for Needy Families or TANF)
- veterans' benefits payments
- survivor benefit payments
- pension *or retirement* income
- interest and dividends
- rents and royalties
- income from estates and trusts
- income from educational assistance, alimony, and child support
- financial assistance from outside the household

Does not include:

- Supplemental Nutrition Assistance Program (SNAP) (i.e., food stamps)
- Medicaid
- Public housing, housing subsidies
- Military housing allowance.

Proof Income Accepted

- W2
- Taxes from 2019
- 2 pay check stubs
- Court papers regarding child support
- SNAP award letter

Further Explanation:

Foster Children:

- based on the income of the custodial parent(s) (if known) and not on the income of the foster parents that serve as temporary custodians.

Grandparent or Other Relative:

- based on the income of the grandparent or other relative only when they have permanent custody of the child.