



Frequently Asked Income Verification Questions

We have multiple funding sources with different requirements on income eligible and how to determine income eligibility. We use our CSBG grants requirements to verify income on our intake form.

Q: What Is the Definition of Household?

A: For purposes of determining income eligibility, the term “persons in the Household” in the HHS poverty guidelines means persons in a household. A household includes any individual or group of individuals who are living together as one economic unit. The income of each individual in the household who is 18 years old or older must be included in determining income eligibility. In determining whether an individual is part of a household, the eligible entity may consider factors such as whether the individual pays for his/her food and occupancy.

Q: What income must be counted on my application?

A: Definitions of Income. Regular payments that are received, **not** periodic payments that cannot be counted on, should be considered as income in determining eligibility for CSBG services.

- (1) **Regular Payment.** Those that come from social security, SSI, SSDI, TANF, railroad retirement, unemployment compensation, strike benefits from union funds, worker’s compensation, veteran’s payments, training stipends, alimony, child support, military family allotments, private pensions, government employee pensions, regular insurance or annuity payments. The income for individuals on social security or SSDI who have Medicare deducted from their benefit check before they receive it should have only the net amount they receive considered as income. Tribal per capita payments received less frequently than monthly (e.g., quarterly, semiannually, annually) are excluded from consideration as income.
- (2) **Wages and Salary.** In considering income for eligibility, gross income from wages, and salary should be used.
- (3) **Farm and Non-Farm Self Employment.** For individuals with farm and non-farm self-employment for income, the adjusted gross income from the prior year taxes should be used.
 - a. Additionally, in order to be eligible for services as a sole proprietor whose business has been impacted by COVID-19 and Governor Gordon’s Executive Orders on Closures, sole proprietors may elect to sign the COVID-19 Affidavit of Eligibility form to qualify for assistance if their business is listed in the orders. Please review the latest Executive Order on Closures to determine eligibility on business closures.

Q: What income is NOT counted?

A1: Benefits from the following programs are **NOT** counted as income when determining financial eligibility for CSBG funded services: SNAP, WIC, LIEAP, Housing Choice Voucher, Public Housing, Permanent Supportive Housing, HUD-VASH, Child Care Voucher, and Affordable Care Act Subsidy. **We are required to ask if you are receiving benefits for reporting purposes, but they do not count towards the household income.**

A2: Economic Impact Payments (EIP)§2201 of the CARES Act (P.L. 116-136) provides a one-time tax credit of \$1,200 for most individuals. The IRS is referring to these tax credits as “economic impact payments,” while many news outlets are using the term “stimulus payments.” The CSP excludes income tax refunds from countable income. Therefore, since EIPs are defined in the CARES Act as a tax credit, they are not counted as income when determining client eligibility.

Q: What if a household member who is 18 or older does not have any income?

A: On the application, it will ask if household members age 18 and older have the income me to report if the answer is checked "**no**" they will be required to complete a self-declaration of zero income, explaining how they are getting by, and an electronic signature is required. This is part of the application.

- If they just started a job and have no proof of income, they can use the **employer verification form**, but **do not** make no income to report, as that is not true.

Q: What documents can be used to verify income?

A: The following are allowable forms of Income Documentation:

- (1) Current paycheck stubs showing at least four (4) weeks' worth of payments will be used to determine eligibility.
- (2) Written, signed, and dated statements from employer(s).
- (3) Copies of income tax returns for self-employed income.
- (4) Records maintained by self-employed persons.
- (5) Award letters, benefit statements, and other proof of income.
- (6) Bank statements can **only** be used for verification of **SSI** and **VA** income, and as supplemental documentation for other stable, unearned income such as retirement and child support. It must be evident that gross income, without any deductions, tax, or otherwise, is being verified.
- (7) A household unit of zero income must provide confirmation. The application must indicate the zero-income status of each household member 18 years of age or older.

Q: What happens if I do not provide any documentation to verify income.

Income is verified at the time of the initial application for services. The verification must indicate the client's income and source(s) of income at the time of application and/or review the signature of the case worker, the date the income was verified, and acknowledgement that the client is at or below 125% poverty. Proof of income documentation must be in the file of each person served through Yellowstone Country Assistance Network. This documentation must also be uploaded into the state supported CSBG data base to allow for monitoring.

A: If you are missing specific eligibility documentation, you will be asked to submit the documentation within 72 business hours. If you do not provide all of the essential documentation within the allotted timeframe, your application will be denied, and you will receive a Denial Letter in writing. However, you will be allowed to apply for assistance after you are able to procure all essential eligibility documentation.