

Proof of Income Information

**You must provide verification of gross income for ALL household members.**

You may choose to verify income for the last 30 days, use your federal income tax return or for the most recent 12 months. **Income for all household members must be verified for the same time period. If you select 30 days or the most recent 12 months you will need to provide all income during these timeframes. We are not able to average income.**

**Verification should include:**

The name of the person receiving the income; the date received and the source of the payment.

**Following are examples of acceptable income verification:**

**1. WORK/EMPLOYMENT**

<b>Paid monthly</b>	the most recent one (1) pay stub showing gross wages
<b>Paid 2 times per month</b>	the most recent two (2) pay stubs showing gross wages
<b>Paid every 2 weeks</b>	the most recent two (2) pay stub showing gross wages
<b>Paid weekly</b>	the most recent four (4) pay stub showing gross wages
<b>Paid daily</b>	Pay stubs showing gross wages paid each day for 30 days

If not all pay stubs are available, you may also get a printout from your employer.

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| <b>2. FIP</b>                    | Copy of the most recent check/bank statement showing amount<br>Most recent award letter<br>Benefit letter/FIP statement from DHS                   |
| <b>3. Social Security</b>        | Copy of most recent check<br>Most recent award letter<br>Most recent bank statement showing direct deposit<br>Printout from Social Security office |
| <b>4. SSI</b>                    | Copy of most recent check<br>Most recent award letter<br>Most recent bank statement showing direct deposit<br>Printout from Social Security office |
| <b>5. Pensions (includes VA)</b> | Copy of most recent check<br>Most recent award letter<br>Most recent bank statement showing direct deposit   |
| <b>6. Unemployment</b>           | Printout from Workforce Development Center with each check listed with gross amount  |

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| 7. <b>Self-Employment/Farm Income</b>        | Copy of most recent year's Federal Income Tax Return   |
| 8. <b>Child support</b>                      | Printout from child support recovery<br>Divorce decree<br>Copy of all checks for period (from the source)                      |
| 9. <b>Rental Income</b>                      | Copy of most recent Federal Income Tax Return  |
| 10. <b>Foster Care</b>                       | Official state and/or court documents, bank statements or check stubs  |
| 11. <b>School loans, stipends and grants</b> | Some are countable and some are not-need a copy of the most recent award letter  |
| 12. <b>General Assistance</b>                | Statement from agencies showing payments made on your behalf for rent and utilities.   |
| 13. <b>Strike benefits</b>                   | Statement from Union   |
| 14. <b>Zero Income</b>                       | If the household has NO income in the past 30 days, contact your local MICA office for a minimal income form and instructions. |

Annual Income guidelines are shown below:

<b>Persons in Household</b>	<b>175% of Federal Poverty Guidelines</b>
<b>1</b>	<b>\$21,105</b>
<b>2</b>	<b>\$28,420</b>
<b>3</b>	<b>\$35,735</b>
<b>4</b>	<b>\$43,050</b>
<b>5</b>	<b>\$50,365</b>
<b>6</b>	<b>\$57,680</b>
<b>7</b>	<b>\$64,995</b>
<b>8</b>	<b>72,310</b>
<b>For each additional person</b>	<b>+ \$7,315</b>