

Proof of income must be presented at time of service, if you wish to be considered for financial assistance. If proof of income is not provided, you will not be denied services; however, you will not be considered for financial assistance. Below are proofs of acceptable income and income exclusions.

Acceptable Proof of Income

Source of Income	Examples of Acceptable Proof of Income
Salary, wages, tips, commissions, bonuses	<ul style="list-style-type: none"> • Current pay stub(s) with information about pay timeframe (e.g., weekly, bi-weekly, monthly) • Signed statement from employer indicating gross cash earnings for a specified period
Net income (or loss) from self-employment	<ul style="list-style-type: none"> • Income tax return for the most recent calendar year • Accounting records for the self-employed
Capital gain (or loss)	<ul style="list-style-type: none"> • Income tax return for the most recent calendar year • Accounting records for the self-employed
Alimony	<ul style="list-style-type: none"> • Divorce decree • Award letter • Copy of check received
Social Security benefits	<ul style="list-style-type: none"> • Check stub • Award letter from Social Security stating current amount of earnings • Bank statement
Unemployment compensation, workers compensation	<ul style="list-style-type: none"> • Unemployment letter or notice • Check stub
Net rental income	<ul style="list-style-type: none"> • Income tax return for the most recent calendar year
Dividends or interest on savings or bonds, income from estates, trusts or investments	<ul style="list-style-type: none"> • Income tax return for the most recent calendar year
Pensions or annuities	<ul style="list-style-type: none"> • Income tax return for the most recent calendar year
Other cash income such as withdrawals from savings, investment, trust accounts and other resources that are readily available to the household	<ul style="list-style-type: none"> • Bank account statement indicating regular draws on the account(s)
Other income (includes prizes and awards; gambling, lottery or raffle winnings, jury duty fees, etc.	<ul style="list-style-type: none"> • Check stub
Income Exclusions	
<ul style="list-style-type: none"> • Child Support 	
<ul style="list-style-type: none"> • Money or property that was inherited, willed, or given as a gift 	
<ul style="list-style-type: none"> • Life insurance proceeds received as a result of someone's death 	
<ul style="list-style-type: none"> • Foster care payments 	
<ul style="list-style-type: none"> • Non-cash benefits (such as public housing, Medicaid, and nutrition assistance) 	