

## Income Verification Worksheet Guide

Step 1 of the Income Verification Process is to submit the worksheet.

For Step 2, check your To Do List on MyPortal after you submit the worksheet. There will be new document requests.

### Section 1 Household Member Information

**Step 1:** List yourself and all other household members.

Please see the [Household Income Worksheet](#) for information on how to determine “household members”.

Worksheets that do not list parent and student(s) will be **rejected**.

**Step 2:** Does this person have 2019 Income?

**Select Yes:** if the individual received income from an employer (including self-employment).

**Select No:** if the individual did not receive income from an employer and/or if the only income received is from a source listed in Section 2 (i.e. **Social Security Benefits**).

**Step 3:** Did this person file a 2019 Federal Income tax return?

**Select Yes:** if the individual filed a 2019 tax return/extension or is included on a spouse’s joint tax return.

**Select No:** if the individual did not or is not required to file a 2019 tax return. Select No for children claimed as dependents.

#### Section 1 - Household Member Information

For help with this section, see the [Household Income Worksheet](#).

Provide the name, age, and relationship of **all** household members.

1. Start with yourself.
2. Then list all other wage earners in the household.
3. Then list the student(s) or other household members.

Full Name	Age	Relationship to Student	Does this person have 2018 income?	Did this person file a 2018 Federal income tax return?
<input type="text"/>	<input type="text"/>	Parent Applicant	<Choose One>	<Choose One>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<Choose One>	<Choose One>

### Section 2 (Questions)

**Select Yes** if the statement is true.

**Select No** if the statement is not true.

#### Section 2 - 2018 Income/Financial Resources Information (taxed and untaxed)

Answer the following questions about yourself, the parent applicant. Additional documentation may be requested.

1. I have earnings for 2018 from an employer, but I am not required to file a 2018 federal tax return. <Choose One>
2. My 2018 earnings are from odd jobs (babysitting, lawn care, etc.) and I was not issued a W2. I am not required to file a 2018 federal tax return. <Choose One>
3. I did not work and had no income earnings for 2018. I will not file and I am not required to file a 2018 federal tax return. <Choose One>
4. Do you own or rent your home? <Choose One>
5. Did you live with someone who provided free room and meals in 2018? <Choose One>

### Section 2 (Income Fields)

Enter the total **annual** amounts received from **all** household members.

**Example:** John receives \$80/month for SSI and Kate receives \$60/month for SSI. Multiply the monthly income of \$140 by 12 (months). Enter **1680** in the SSI box.

**Do not** enter decimals (.), commas (,) or dollar signs (\$) in the boxes.

Enter numbers as whole dollar amounts.

**Example:** Enter \$12,651.30 as **12652**

For the following, please list the total amount received by household members in 2018. Enter zero (0) for resources not applicable to your household.

Resource	2018 Total Received
AFCU/TANF	<input type="text"/>
SSI (disability)	<input type="text"/>
Social Security Benefits	<input type="text"/>
SNAP (Food Stamps)	<input type="text"/>
WIC	<input type="text"/>
Child Support/Alimony Received	<input type="text"/>
Worker's Compensation/Unemployment	<input type="text"/>
Military/clerical housing, clothing, food allowance	<input type="text"/>
Monetary gifts from family/friends	<input type="text"/>
Miscellaneous	<input type="text"/>

\*See [Tips for Completing Income Verification](#) for frequently asked questions.