

SOURCES OF ACCEPTABLE INCOME DOCUMENTATION

The following listing contains suggestions of sources of acceptable income documentation. This list is not exclusive, and additional sources may be accepted.

TYPES OF INCOME

EARNINGS/WAGES/SALARY: Total or gross earnings before the withholding of FICA, taxes, or other deductions, such as insurance. If the applicant is a self-employed business person or farmer, net income should be used.

CASH INCOME: Some persons who work in situations where the employer does not want to be responsible for withholdings such as domestic workers, casual laborers, or persons working for an individual or small business on an irregular basis may receive wages in the form of cash.

SUGGESTED SOURCES OF ACCEPTABLE WRITTEN EVIDENCE

- A current paycheck stub
- Pay envelopes showing total gross pay
- Letter from employers stating gross wages
- A letter from the employer stating wages paid and frequency
- Copy of benefit letter from the welfare agency
- Copy of award letter from Social Security Administration
- Verification of direct deposited social security check (i.e. copy of bank statement)

Self-Employed:

- Business or farming documents, such as ledger books
- Last quarterly tax estimate
- Last year's tax return

PLEASE NOTE: Total household income is used to determine TEFAP eligibility