

WHAT IS INCOME?

Income includes **earned** and **unearned** income. **Earned** income is (but not limited to) wages or profits from working a job or running your own business. **Unearned** income is (but not limited to) benefits received from the government or other source. Your household includes ALL members living within your home regardless of age. *This means that if you have a child and/or adult living with you that is receiving income, it **MUST** be reported.* Changes in income (increase or decrease) **MUST** be reported **within 15 days** of the change and the supporting documents **MUST** be submitted as soon as you receive it.

The below list of income sources is not all inclusive.

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- **Employment/Wages:** The gross amount you or a household member receives from employment. Submit **FOUR (4)** recent consecutive paystubs. W-2's must be submitted annually.
 - **Social Security/SSI:** Submit current award letter issued by the Social Security Administration.
 - **Public Assistance:** Submit a verification letter which states the amount of benefits paid. (i.e., TANF, GA, etc.)
 - **Child Support/Alimony:** Submit official documentation showing the frequency and amount of child support and/or alimony payments. Submit an official document or copy of any legal separation documents. If there is no legal document, submit a letter from the person providing child support stating the amount and frequency of child support provided.
 - **Unemployment/Worker's Compensation:** Submit official documentation of the frequency and amount of unemployment and/or worker's compensation payments.
 - **Pension/Retirement:** This category includes IRA distributions that must be reported. Submit official documentation of the frequency and amount of pension/retirement income.
 - **Veteran's Pay:** Submit official documentation of the frequency and amount of income from Veteran's Pay.
 - **Financial Aid/Scholarship:** Submit official documentation from the source of the educational financial aid/scholarship with the amount and frequency of money received.
 - **Real Estate:** Please Submit documentation of any income you receive from owning real property (e.g., rental income, income earned from the sale of property, etc.)
 - **Self-employment /Seasonal employment:** If you are self-employed, a seasonal employee, a freelance worker (like delivery or taxi driver using a ride-share mobile phone application), submit your 1099 and yearly summary supplied by the ride-share mobile phone application.
 - **Other Types of Support:** If a household member receives any regular income from organizations or persons (including relatives and friends) not residing in your home, complete a Zero-Income Worksheet.