

APPENDIX F

Income Quick Reference Chart

Income Type	Count as Income?	Gross/ Net Income	Notes and Documentation (when more than one is listed, only one is required)
Adoption Assistance	No		
Alimony	Yes	Gross	Divorce settlement, bank statements
Annuities, Pensions and other retirement plans	Yes	Gross	Letter from insurer, bank statements
Assets	No		
Black Lung for Recipient	No		
Black Lung for Survivor of Recipient	Yes	Gross	Award letter, benefit statement, bank statement
Blood plasma payment	No		
Child Care Assistance Vouchers when received by a parent for childcare	No		
Child Care Assistance Vouchers when received by a provider for child care service	Yes	Gross	
Child Nutrition programs (school lunch programs)	No		
Child Support – when received	No		
Child Support – when paid	No		A parent who pays child support may deduct the amount paid from his/her income. Proof of payment may be bank statements, pay stubs with garnishment, proof from a government agency, etc.
Children of Vietnam War Vets living with disabilities	No		
College scholarships	No		
Combat Zone Pay from the military	No		
Disability Payments from Insurance	Yes	Gross	Letter from insurance company, bank statements
Dividends, Interest	Yes	Gross	Bank statements, tax returns
Divorce Settlement	No		
Earned Income Credit	No		
Elderly programs (nutrition, AARP)	No		
Employer Paid Benefits	No		
Foster Child Stipend	No		
Gifts and Inheritances	No		

Housing Assistance	No		
Income from House members under 18	No		SSA benefits made to an adult representative payee in the household on behalf of a household member under 18 is counted as household income.
Income from Rental Property	Yes	Gross	Previous year tax return, receipts of payment, self-declaration
In-Kind payments	No		
Insurance Settlement	No		
Irregular income	Yes	Gross	Self-declaration, receipts of payment
Job Corps	No		
Jury Duty Pay	Yes	Gross	Pay stubs, bank statements
Life Insurance Payments	Yes	Gross	Statement from company, bank statements
Loans	No		
Lump sum Retirement	No		
Lump Sum Social Security Payments within the 3 months being considered	Yes	Net	Lump sum payments should be counted if the time period that the payments was for can be determined. If time the payment period cannot be determined, the lump sum payment can be excluded as income.
Medical Reimbursements	No		
Medicare/Medicaid	No		
Military Allotments (pay)	Yes	Gross	Paystubs, tax statements
One-time payment from a welfare agency	No		
Payments on behalf of a Household	No		
Plasma donation payments	No		
Pensions and Annuities	Yes	Gross	Award letter, benefits statement, bank statement
Railroad Benefits/Railroad Retirement	Yes	Net	Letter from Railroad administration, Social security documentation when applicable
Retirement benefits (recurring)	Yes	Gross	W-2's, Wage inquiries, letter or written statements from retirement provider
Reverse Mortgages	No		
Royalties	Yes	Gross	Contracts, pay stub, bank statements
Sale of Property	No		Applies to both real estate and chattel sales
Savings Principal	No		
School Lunch	No		
Self-employment Income	Yes	Gross	Previous year's tax return, self-declaration
Sheltered Workshops/Work Centers	No		
SNAP (Food Stamps)	No		

Social Security Retirement Benefits/Social Security Disability (SSDI)/ Supplemental Security Income (SSI)	Yes	Net	Social Security Award Certification Letter, bank statements, Social Security checks, tax forms, a letter from the bank including the deposit amount and date of receipt, Report of Confidential Social Security Benefit Information (SSA 2458) or written verification from the Social Security Administration (SSA) with a Form L634
Strike Benefits	Yes	Gross	Statements from the union, check stub.
Subsidized Housing	No		
Supportive Services for Employment	No		
TANF (Temporary Assistance for Needy Families)	No		
Tax refunds	No		
Township Trustee assistance	No		
Unemployment Compensation Benefits	Yes	Gross	Wage or Benefit Transcript from the LKE report. The net column on the LKE is the gross income.
Veterans Affairs Disability	Yes	Gross	Award letter, benefit statement, bank statement
Veterans Pension/Survivors Pension	Yes	Gross	Award letter, benefit statement, bank statement
Veterans Reduction Assistance Allowance	No		
Victims of Nazi Persecution	No		
VISTA	No		
Wages, salaries, tips, bonuses, garnished wages, tips, vacation pay, commission	Yes	Gross	Paystubs, W-2s, written statements from employers
Winnings, Prizes, and awards	Yes	Gross	Receipts, tax statements, self-declaration
Worker's Compensation	Yes	Gross	