



# Sources of Acceptable Income Documentation

This chart contains suggestions of sources of acceptable income documentation. This list is not exclusive and additional sources may be requested.

Types of Income	Suggested Sources of Acceptable Written Evidence
<p><b><u>Earnings:</u></b> (wages and salary): Total or gross earnings before withholding FICA, taxes, or other deductions, such as insurance. If the applicant is a self-employed businessperson or farmer, net income should be used. (NOTE: Many of the assets of self-employed business persons are on paper and their cash or net worth is often very low, although they may hold considerable property and equipment [assets]. They should report only their actual cash income, not assets.)</p>	<ul style="list-style-type: none"><li>• A current paycheck stub</li><li>• Pay envelopes showing total gross pay</li><li>• Letter from employer stating gross wages</li></ul> <p>Self-Employed:</p> <ul style="list-style-type: none"><li>• Business or farming documents, such as ledger books</li><li>• Last quarterly tax estimate</li><li>• Last year's tax return</li></ul>
<p><b><u>Cash Income:</u></b> 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.</p>	<ul style="list-style-type: none"><li>• A letter from the employer stating wages paid and frequency</li></ul>
<p><b><u>FDPIR:</u></b> In Arizona, the Food Distribution Program on Indian Reservations (FDPIR) is administered by Indian Tribal Organizations (ITOs). There are seven ITOs in Arizona, each serving one or two of Arizona's nine Indian tribes. Upon approval of a household's eligibility to participate in FDPIR, the appropriate ITO provides that household with a letter stating they have been approved.</p>	<ul style="list-style-type: none"><li>• An FDPIR approval letter or certification letter</li></ul>



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<b><u>General Assistance:</u></b> or welfare is often a cash payment made by local welfare/human service agencies based upon need. Often these payments are confused with or even combined with CA payments.	<ul style="list-style-type: none"><li>• Benefit letter from the welfare agency</li></ul>
<b><u>Unemployment Compensation:</u></b> is paid to individuals who have lost their jobs.	<ul style="list-style-type: none"><li>• Unemployment compensation award letter</li><li>• Notice of eligibility from State Employment Security Office</li><li>• Agency records</li></ul>
<b><u>Child Support or Alimony:</u></b> is a payment by a separated or divorced spouse for the support of children or the spouse. Although the court has ordered (decreed) a monthly amount or an amount was agreed upon, payments may be infrequent or irregular. Only actual payments and not the amount that is supposed to be received should be reported.	<ul style="list-style-type: none"><li>• Copies of checks or other proof of payments received, court decree or agreement</li></ul>
<b><u>Social Security Retirement:</u></b> is more correctly named Old Age and Survivors Disability Insurance. It actually includes the traditional retirement benefit, payments to survivors (spouses and children) and disability payments. (The disability payments are similar to SSI.) Please note that younger persons (preretirement) and their dependents can also receive disability payments, unless they are retired (over 60).	<ul style="list-style-type: none"><li>• Social security retirement benefit letter</li><li>• Official statement of benefits received</li><li>• Monthly check</li></ul>



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<b><u>SSI:</u></b> or Supplemental Security Income is not a retirement pension. It is a special funding program to assist households with aged, blind or disabled members. Often, if a child has a learning disability, the household will receive a monthly SSI assistance payment. Please note that some applicants will refer to these payments as "disability" and may not understand that it is a form of social security payment (welfare).	<ul style="list-style-type: none"><li>• SSI eligibility letter</li><li>• SSI check</li><li>• Official statement of benefits received</li></ul>
<b><u>Retirement/Pension:</u></b> refers to non-social security retirement. It includes private pensions, state pensions, veterans and/or military retirement and the like.	<ul style="list-style-type: none"><li>• Official statement of benefits received</li><li>• Pension award notice</li></ul>
<b><u>R.R. Benefit:</u></b> or Railroad Retirement is a special government retirement fund for former employees of the railroads. Payments can be made to survivors (spouses and children.)	<ul style="list-style-type: none"><li>• Official statement of benefits received</li><li>• Railroad retirement award letter</li></ul>
<b><u>Veterans Payments:</u></b> is money paid periodically by the Veterans Administration to disabled members of the Armed Forces or to survivors of deceased veterans.	<ul style="list-style-type: none"><li>• Official statement of benefits received</li><li>• Veterans Administration award notice</li></ul>
<b><u>Rental Income:</u></b> is room and board payments by non-household members living in the home.	<ul style="list-style-type: none"><li>• Rental agreement or letter from non-household members stating amount paid</li></ul>



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<b><u>Military Housing Allowance:</u></b> may be received if an adult member of the household is a member of the military and the household is located off base.	<ul style="list-style-type: none"><li>• Leave and Earning Statement</li><li>• Letter from the base commander stating amount and frequency of allowance</li></ul>
<b><u>Zero Income:</u></b> On occasion, a household may report no income on the application. This might occur if a parent is a live-in housekeeper and receives only room and board as compensation for work done, or if a household is being supported by non-monetary means provided by religious or civic organizations due to illness or disability. At the discretion of the State Agency, a household can be asked to provide a written statement describing the household's circumstances, i.e., how the household pays for food, housing, etc., when no income is reported. (In lieu of requesting such a written statement, the SFA may want to use a collateral contact approach to verify the application.)	<ul style="list-style-type: none"><li>• Written statement from household describing how it subsists</li><li>• Collateral contact</li></ul>