

INCOME VERIFICATION

To be eligible for the Weatherization Assistance Program, you must prove that you qualify based on criteria specified on the previous page. To do this, you and **every member of your household** must submit acceptable Proof of Income to our office. Use these guidelines to determine what is acceptable as Proof of Income.

Proof of Income	Documentation Needed
Cash Assistance	Include a dated printout from the Kansas Department for Children and Families (DCF) indicating the type and amount of benefits paid, month by month, for the most recent three month period.
Interest	Include three most recent bank statements that you have received or a transaction printout from your bank for the most recent year.
No Income	Any member of household over the age 18 must sign a No Income Affidavit (enclosed).
Unemployment Benefits	Send a dated printout from the Kansas Department of Human Resources (Labor) showing the amounts paid to you. If you do not have a dated printout, you may substitute an award letter that you have received within the last year.
Retirement Benefits	If you received a distribution from an IRA, 401(K), or other forms of retirement benefits, include a statement from the fund that discloses the monthly distribution amount.
Self-Employment*	Provide a signed and dated list or spreadsheet of all revenues and business expenses month-by-month for the previous 12-month period. Your income for the purposes of this program will be your gross income minus your business expenses that are ordinary and necessary.
Social Security or Supplemental Security Income	Include an eligibility letter that you have received within the past year. If you do not have an eligibility letter, you may substitute a printout from the Social Security Administration detailing the benefits detailing the benefit payments you receive on a monthly basis.
Veteran's Benefits	Include a letter from the Veteran Administration indicating how much you have received within the past three months. If no printout from the VA is available, you may substitute an award letter that you have received within the past year.
Wages Include one of the Following*:	<p>1. A signed Employer Verification Form (enclosed) signed by you and your employer. Provide one form from each employer for each member of your household that receives wages.</p> <p style="text-align: center;">OR</p> <p>2. Photocopies of all paycheck stubs for the most recent three-month period. Enclose one set of paycheck stubs for each employer that you and/or any member of your household received wages from. Any paycheck stub you submit must disclose your GROSS wages.</p>
Workers Compensation Benefits	Send a letter from your attorney listing all amounts that have been paid to you.
Any other Source of income*	Not excluded below, include a short, signed and dated note from any third party or company, other than those mentioned above, from which you or any member of your household earned or received within the past 12-month period. Your note must list the amount received for each month.

Some instances may require a full 12 months proof of income and/or require a notarized statement.

NOTE: You must provide appropriate income documentation with your application.

Income, for the purposes of this Program, excludes: capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house or a car; one-time payments from a welfare agency to a family or person who is in temporary financial difficulty; tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury; Also excluded are non-cash benefits such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, school lunches and housing assistance, and combat zone pay to the military. Note: Child Support Payments and College Scholarships are excluded.