



Housing Status: Eligibility Determination and Documentation Requirements

HPRP Eligibility Requirements

In order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must at least meet the following minimum criteria:

1. Initial Consultation & Eligibility Determination: the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
2. Income: the household's total income must be at or below 50 percent of Area Median Income (AMI);
3. Housing Status: the household must be either homeless (for rapid re-housing assistance) **OR** at risk of losing its housing (for homelessness prevention assistance);

AND meet both of the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

HUD requires grantees and/or subgrantees to evaluate and certify the eligibility of HPRP program participants (per the above criteria) **at least once every 3 months** for all households receiving HPRP medium-term rental assistance or other HPRP services lasting longer than 3 months (e.g., case management).

This document specifies HUD requirements related to Housing Status eligibility determination and documentation, including requirements for documenting other housing options and resources. HUD requirements related to income determination and documentation for HPRP are available on HUD's web site at: <http://www.HUDHRE.info/> (see "Homeless Prevention and Rapid Re-Housing" Resources). The Income Eligibility Determination and Documentation Requirements publication contains more specific information and requirements relevant to determining what is counted as income and considered a financial resource for applicants. Therefore, grantees and subgrantees should closely review requirements specified in both HUD publications in order to fully understand HUD requirements related eligibility determination and documentation.

Rapid Re-Housing Eligibility

Rapid re-housing assistance is available for persons who are homeless according to HUD's definition. Households that meet one of the following criteria in addition to the minimum requirements specified above are eligible for HPRP rapid re-housing assistance:

1. Sleeping in an emergency shelter;
2. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
3. Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
4. Graduating from, or timing out of a transitional housing program; and
5. Victims of domestic violence.

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Homelessness Prevention Eligibility

While HUD's definition of homelessness is well-understood, it can be more challenging to identify persons who are housed but who have a very high risk of becoming homeless. There are many people who are housed and have great need but would not become homeless if they did not receive assistance. HUD strongly encourages grantees and subgrantees to target prevention assistance to those households at the greatest risk of becoming homeless. To be eligible for HPRP-funded prevention assistance, grantees and subgrantees must assess and document that the household would become homeless (per the definition above) ***but for*** the HPRP assistance. In other words, without HPRP assistance a household would require emergency shelter or would otherwise become literally homeless.

Local Determinants

In addition to the minimum HPRP eligibility requirements specified above, HUD strongly encourages communities to consider additional factors when designing their local programs and determining a household's level of need for receiving assistance through HPRP. HUD has provided a list of potential "risk factors" in the HPRP Notice (FR-5307-N-01, March 19, 2009) that could indicate that a household is at a higher risk of becoming homeless. Grantees and subgrantees should note that the list provided in the Notice is optional and not exhaustive; grantees and subgrantees may consider other risk factors or other ways to target persons at risk of homelessness when developing local programs and requirements.

Assets

An asset is cash or items that could be converted to cash quickly and includes the real or personal property and investments that a household may possess, including assets that are owned by more than one person, but allow unrestricted access to the applicant. Assets include:

1. Amounts in checking and saving bank accounts.
2. Stocks, bonds, savings certificates, money market funds, and other investment accounts..
3. The cash value of trusts that may be withdrawn by the household.
4. IRA, Keogh and similar retirement savings accounts, even when early withdrawal will result in a penalty.
5. Lump sum receipts of cash received and accessible by household, such as inheritances, capital gains, lottery winnings, insurance settlements, and other claims.

Treatment of Assets

HUD has not established requirements for how assets are to be treated and whether or what amount of assets held by an applicant household has to be spent in order to qualify for HPRP assistance or to determine the appropriate type or level of HPRP assistance.

HUD requires grantees to determine whether an applicant household is required to spend down its assets and, if so, by how much, for the purpose of determining eligibility and the type and level of HPRP assistance. Grantees may establish a separate policy for each local Continuum of Care (CoC) where one or more subgrantees operate. In all cases, policy related to treatment of assets must be uniform across all subgrantees within a local CoC and determinations must be applied consistently to all applicant households within the CoC.

Housing Status Eligibility Determination and Documentation Requirements

Grantees and subgrantees are responsible for verifying and documenting the eligibility of all HPRP applicants prior to providing HPRP assistance and for maintaining this documentation in

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the HPRP participant case file once approved for assistance. HPRP grantees may be monitored to ensure appropriate documentation is obtained and included in HPRP participants' files.

Requirements and procedures for documenting eligibility related to housing status are listed below. Documentation requirements are organized according to the following:

1. Rapid Re-Housing Eligibility Documentation for homeless persons
2. Homelessness Prevention Eligibility Documentation for persons at risk of homelessness
3. Housing Options/Resources Eligibility Documentation for all

Grantees and subgrantees must assess and document other housing options and resources for all HPRP applicants.

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1. Rapid Re-Housing Eligibility Documentation for Homeless Persons

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation (<i>in order of preference</i>)	Documentation Requirements and Process	
<p>Sleeping in an Emergency Shelter</p> <p>Note: This only includes Emergency Shelter programs identified in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelters).</p>	Yes	HMIS record of shelter stay.	<ul style="list-style-type: none"> ▪ Obtain HMIS record showing shelter stay concurrent with HPRP program entry date. ▪ Include HMIS record in HPRP participant file. 	
		<p>OR (if HMIS record cannot be obtained)</p>		
		Written homeless certification. See HPRP Homeless Certification template (located at www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from shelter provider. ▪ Include Homeless Certification in HPRP participant file. 	
		<p>OR (if HMIS record and HPRP Homeless Certification cannot be obtained)</p>		
<p>Place Not Meant for Human Habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)</p>	Yes	Written homeless certification. See HPRP Homeless Certification template (located at www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from homeless street outreach provider. ▪ Include Homeless Certification in HPRP participant file. 	
		<p>OR (if HPRP Homeless Certification cannot be obtained)</p>		
		Homeless street outreach provider letter.	<ul style="list-style-type: none"> ▪ Obtain letter from homeless street outreach provider. The letter may be from the HPRP-funded rapid re-housing provider if the provider also provides outreach to persons on the street as part of engagement and admission activities. ▪ <i>Letter Must</i> <ul style="list-style-type: none"> ○ Be on outreach provider letterhead ○ Identify outreach program ○ Include statement verifying current homeless status of 	

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Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation (<i>in order of preference</i>)	Documentation Requirements and Process
			<ul style="list-style-type: none"> ○ HPRP participant <ul style="list-style-type: none"> ○ Be signed and dated by outreach provider ▪ Include outreach provider letter in participant file. <p style="text-align: center;">OR <i>(if HPRP Homeless Certification and provider letter cannot be obtained)</i></p> <ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain written third party verification and sign self-declaration form. ▪ Include self-declaration in participant file.
Hospital or Other Institution	<p>Yes, if also meet the following two conditions:</p> <p>1. stay in a hospital or other institution has been for 180 days or less</p> <p style="text-align: center;">AND</p> <p>2. was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution</p>	<p>Letter from hospital or other institution</p> <hr/> <p>HMIS record of shelter stay (<i>if previously sleeping in emergency shelter</i>).</p> <hr/> <p>Written homeless certification. See HPRP Homeless Certification template (located at www.HUDHRE.info/HPRP/) (<i>if previously sleeping in emergency shelter or place not meant for human habitation</i>).</p>	<ul style="list-style-type: none"> ▪ Obtain letter from hospital or other institution. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ○ Be on hospital or other institution letterhead ○ Include statement verifying current hospital/institution stay of HPRP participant ○ Include hospital/institution admission and discharge dates verifying that stay has been for 180 days or less ○ Be signed and dated by hospital/institution representative ▪ Include hospital/institution letter in participant file. <p style="text-align: center;">AND <i>(to verify homeless status prior to hospital or other institution admission)</i></p> <ul style="list-style-type: none"> ▪ Obtain HMIS record showing shelter stay concurrent with HPRP program entry date. ▪ HMIS record must indicate shelter stay immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ Include HMIS record in HPRP participant file. <p style="text-align: center;">OR <i>(if HMIS record cannot be obtained)</i></p> <ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from shelter provider or homeless street outreach provider. ▪ Certification must verify homelessness (residing in shelter or place not meant for human habitation) immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ Include Homeless Certification in HPRP participant file. <p style="text-align: center;">OR</p>

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Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Requirements and Process
		<i>(if HMIS record and HPRP Homeless Certification cannot be obtained)</i>	<ul style="list-style-type: none"> ▪ Obtain emergency shelter provider letter. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ▪ Be on shelter provider letterhead ▪ Identify shelter program ▪ Include statement verifying shelter stay immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ Be signed and dated by shelter provider ▪ Include documentation in HPRP participant file.
		OR <i>(if HMIS record, HPRP Homeless Certification, or provider letter cannot be obtained)</i>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ Self-declaration must verify homelessness (residing in shelter or place not meant for human habitation) immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ HPRP worker must document attempt to obtain written third party verification and sign HPRP Self-Declaration form. ▪ Include self-declaration in participant file.
<p>Transitional Housing</p> <ul style="list-style-type: none"> ▪ Note: This only includes Transitional Housing programs serving homeless persons (per HUD's definition) and listed in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established 	<p>Yes, if graduating or timing out from Transitional Housing program</p>	<p>Written homeless certification. See HPRP Homeless Certification template (located at www.HUDHRE.info/HPRP/).</p>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from transitional housing provider. ▪ Include Homeless Certification in HPRP participant file.
		OR <i>(if HPRP Homeless Certification cannot be obtained)</i>	<ul style="list-style-type: none"> ▪ Obtain letter from transitional housing provider. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ○ Be on transitional housing provider letterhead. ○ Identify transitional housing program. ○ Include statement verifying current transitional housing occupancy and of HPRP participant. ○ Include statement verifying that HPRP applicant is graduating from or timing out of transitional housing program. ○ Include statement verifying HPRP applicant was residing in emergency shelter or place not meant for human habitation

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Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation (<i>in order of preference</i>)	Documentation Requirements and Process
Transitional Housing programs).			<p style="text-align: center;">immediately prior to transitional housing admission.</p> <ul style="list-style-type: none"> ○ Be signed and dated by transitional housing provider. ▪ Include transitional housing provider letter in participant file.
Domestic Violence	Yes, if HPRP assistance is needed to leave domestic violence situation	Self-declaration of homelessness. See HPRP Self-Declaration of Housing Status template (located at www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain written third party verification and sign self-declaration form. ▪ Include self-declaration in participant file.

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2. Homelessness Prevention Eligibility Documentation for Persons At-Risk of Homelessness

Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (Acceptable documentation depends on what factors grantees and subgrantees select to determine whether an applicant will lose their housing <i>but for</i> HPRP assistance. The following list is not all inclusive.)	Documentation Requirements and Process
<p>Current living situation including:</p> <ul style="list-style-type: none"> -Rented by Applicant -Owned by Applicant -Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family) -Hospital or other institution -Hotels or Motels not paid for by Federal, State or local government or charitable programs 	<p>Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)</p>	<p>Copy of eviction notice from landlord/property manager of unit or court order based on eviction action that notifies the applicant that they must leave AND Copy of lease naming applicant as leaseholder.</p>	<ul style="list-style-type: none"> ▪ Obtain copy of eviction notice (typed or handwritten) or court order AND copy of lease. ▪ <i>Eviction Notice/Court Order Must:</i> <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder ○ Indicate that applicant must leave their housing ○ Be signed and dated by owner/landlord or court ▪ Include eviction notice or court order and copy of lease in participant file.
		<p>Copy of notice indicating building in which applicant is renting or otherwise residing is being foreclosed on AND Copy of lease naming applicant as leaseholder.</p>	<ul style="list-style-type: none"> ▪ Obtain copy of foreclosure notice (may including notice from landlord/property manager, court, published in local newspaper or other print or on-line public record documentation) AND copy of lease. ▪ <i>Foreclosure Notice Must:</i> <ul style="list-style-type: none"> ○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing ○ Indicate that housing is being foreclosed on ○ If written notice to applicant, be signed and dated by the landlord or property manager. ▪ Include notice and copy of lease in participant file.
		<p>Copy of eviction letter from host family or friend who owns or rents the housing that notifies the applicant that they must leave AND Copy of lease naming host family/friend as leaseholder</p>	<ul style="list-style-type: none"> ▪ Obtain copy of eviction letter (typed or handwritten) AND copy of lease. ▪ <i>Eviction Letter Must:</i> <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is residing ○ Indicate that applicant must leave owner's/renter's housing ○ Be signed and dated by the host owner/renter ▪ Include eviction letter and copy of lease in participant file.

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Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (Acceptable documentation depends on what factors grantees and subgrantees select to determine whether an applicant will lose their housing <i>but for</i> HPRP assistance. The following list is not all inclusive.)	Documentation Requirements and Process
		Copy of utility shut-off notice from utility company.	<ul style="list-style-type: none"> ▪ Obtain copy of utility shut-off notice. ▪ <i>Shut-Off Notice Must:</i> <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder ○ Indicate that utility shut off/disconnection is imminent (e.g within XX days) will be shut-off ○ Be signed and dated by utility company representative and/or include utility company contact information ▪ Include utility shut-off notice in participant file.
		Copy of notice from landlord/property manager, public health, code enforcement, fire marshal, child welfare or other government entity that housing is condemned AND Copy of lease naming applicant as leaseholder.	<ul style="list-style-type: none"> ▪ Obtain copy of notice (may include notice published in local newspaper or government jurisdiction's website) AND copy of lease. ▪ <i>Notice Must:</i> <ul style="list-style-type: none"> ○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing ○ Indicate that housing is condemned (i.e., unfit for human habitation) ○ If written notice, be signed and dated by the landlord, property manager, public health, code enforcement, fire marshal, child welfare or other government entity. ▪ Include notice and copy of lease in participant file.
		Copy of foreclosure notice from lending institution	<ul style="list-style-type: none"> ▪ Obtain copy of foreclosure notice. ▪ <i>Foreclosure Notice Must:</i> <ul style="list-style-type: none"> ○ Be on financial institution letterhead ○ Identify the HPRP applicant and residence where HPRP applicant is the homeowner ○ Indicate that applicant must leave their housing ○ Be signed and dated by financial institution ▪ Include foreclosure notice in participant file.

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Living Situation	At Risk of Homelessness per HPRP Criteria?	Acceptable Types of Documentation (Acceptable documentation depends on what factors grantees and subgrantees select to determine whether an applicant will lose their housing <i>but for</i> HPRP assistance. The following list is not all inclusive.)	Documentation Requirements and Process
		Written statement from hospital or other institution	<ul style="list-style-type: none"> ▪ Obtain letter from hospital or other institution. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ○ Be on hospital or other institution letterhead ○ Include statement verifying current hospital/institution stay of HPRP applicant ○ Indicate the individual has no housing (other than emergency shelter) to return to upon discharge. ○ Indicate the institution has followed all appropriate discharge procedures and cannot find housing for the individual. ○ Be signed and dated by hospital/institution representative ▪ Include hospital/institution letter in participant file.
		Self-declaration. See HPRP Self-Declaration of Housing Status template (located at www.HUDHRE.info/HPRP/). <i>NOTE: Self-Declaration is only acceptable if third party documentation cannot be obtained.</i>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain third party documentation and sign self-declaration form. ▪ Include self-declaration in participant file.

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3. Housing Options/Resources Eligibility Documentation (required for all HPRP applicants)

Note: Grantees and subgrantees must assess and document other housing options and resources for all HPRP applicants, whether applying for rapid re-housing or homelessness prevention assistance.

Housing Options and Resources	Meets HPRP Requirements?	Acceptable Types of Documentation	Documentation Requirements and Process
Other Subsequent Housing Options	Yes, if no appropriate subsequent housing options have been identified	Assessment of housing options by HPRP case manager or other authorized HPRP staff	<ul style="list-style-type: none"> ▪ Assess with applicant all other appropriate (i.e., safe, affordable, available) subsequent housing options. ▪ Verify that no other appropriate subsequent housing options are available. ▪ <i>Assessment Must</i> <ul style="list-style-type: none"> ○ Be documented by HPRP case manager or other authorized staff. ○ Include assessment summary or other statement indicating that applicant has no other appropriate housing options. ○ Be signed and dated by HPRP case manager or other authorized HPRP staff. ▪ Include assessment and verification of no other subsequent housing options in participant case file.
AND			
Financial Resources and Support Networks	Yes, if the participant lacks the financial resources and support networks needed to obtain immediate housing or remain in their existing housing	Assessment of financial resources and support networks by HPRP case manager or other authorized HPRP staff.	<ul style="list-style-type: none"> ▪ Assess with applicant all financial resources AND support networks (i.e., friends, family or other personal sources of financial or material support) ▪ Verify that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing. ▪ <i>Assessment Must</i> <ul style="list-style-type: none"> ○ Be documented by HPRP case manager or other authorized staff. ○ Include review of current account balances in checking and savings accounts held by applicant household. ○ Include assessment summary or other statement indicating that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing. ○ Be signed and dated by HPRP case manager or other authorized HPRP staff ▪ Include assessment and verification of insufficient financial resources and support networks in participant case file.

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SELF-DECLARATION OF HOUSING STATUS

HPRP Applicant Name: _____

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household: _____

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

Check only one:

I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).

I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.

I [and my children] am/are being evicted from the housing we are presently staying in and must leave this housing within the next ____ days.

I certify that the information above and any other information I have provided in applying for HPRP assistance is true, accurate and complete.

HPRP Applicant Signature: _____ Date: _____

HPRP Staff Certification

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for HPRP assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

HPRP Staff Signature: _____ Date: _____

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HOMELESS CERTIFICATION

HPRP Applicant Name: _____

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household: _____

This is to certify that the above named individual or household is currently homeless based on the check mark, other indicated information, and signature indicating their current living situation.

Check only one box and complete only that section

Living Situation: place not meant for human habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)

The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, airport, or camp ground.

Description of current living situation:

Homeless Street Outreach Program Name: _____

This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.

Authorized Agency Representative Signature: _____ Date: _____

Living Situation: Emergency Shelter

The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a supervised publicly or privately operated shelter as follows:

Emergency Shelter Program Name: _____

This emergency shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelter).

Authorized Agency Representative Signature: _____ Date: _____

Living Situation: Transitional Housing

The person(s) named above is/are currently living in a transitional housing program for persons who are homeless. The persons(s) named above is/are graduating from or timing out of the transitional housing program:

Transitional Housing Program Name: _____

This transitional housing program must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g. newly established Transitional Housing program).

Immediately prior to entering transitional housing the person(s) named above was/were residing in:

emergency shelter OR a place unfit for human habitation

Authorized Agency Representative Signature: _____ Date: _____



Income: Eligibility Determination and Documentation Requirements

HPRP Eligibility Requirements

In order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must at least meet the following minimum criteria:

1. Initial Consultation & Eligibility Determination: the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
2. Income: the household's total income must be at or below 50 percent of Area Median Income (AMI);
3. Housing Status: the household must be either homeless (for rapid re-housing assistance) **OR** at risk of losing its housing (for homelessness prevention assistance);

AND meet both of the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

HUD requires grantees and/or subgrantees to evaluate and certify the eligibility of HPRP program participants (per the above criteria) **at least once every 3 months** for all households receiving HPRP medium-term rental assistance or other HPRP services lasting longer than 3 months (e.g., case management).

This publication specifies HUD requirements related to income eligibility determination and documentation, including what is counted as income, how to calculate income and documenting income. HUD requirements related to housing status determination and documentation for HPRP are available on HUD's web site at: <http://www.HUDHRE.info/> (see "Homeless Prevention and Rapid Re-Housing" resources). The Housing Status Eligibility Determination and Documentation Requirements publication contains more specific information and requirements relevant to determining whether an applicant meets the homeless or at-risk of homelessness criteria and has other subsequent housing options, financial resources or support networks. Therefore, grantees and subgrantees should closely review requirements specified in both HUD publications in order to fully understand HUD requirements related eligibility determination and documentation.

Determining Area Median Income

As indicated above, to be eligible to receive rental assistance or other Homelessness Prevention & Rapid Re-Housing Program (HPRP) assistance an applicant household must have a gross annual income that is at or below 50% of the Area Median Income (AMI), which is considered very low income by HUD standards. AMI is determined by the state and by the local jurisdiction in which a household resides and is dependent on the size of the household (i.e., number of household members). The AMI for each state and community is can be found at: <http://www.huduser.org/DATASETS/il.html>.

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Income Definition

HUD requires HPRP grantees and subgrantees to count as annual income the types of income as listed below.

Income is money that goes to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member. Annual income includes the **current gross income** of all **adult household members**.

- **Gross Income** is the amount of income earned before any deductions (such as taxes, and health insurance premiums) are made.
- **Current Income** is the income that the household is currently receiving at the time of application for HPRP assistance. Income recently terminated should not be included. The calculation of current income at the three month review period (for households receiving ongoing HPRP assistance, such as medium-term rental assistance) is also based on the total income that the household is receiving at the time of review. See Income Documentation Standards below for additional information.
- **Adult Household Members** excludes the income earned by minors and adult full time students who are not the Head of Household. See below for additional information.

The HPRP definition contains income "inclusions" (types of income to be counted) and "exclusions" (types of income that are not considered) for all adult members of a household. Note that household assets are generally not counted as income, with the exception of interest and dividend income as indicated in the income definition below. However, household assets may be taken into account when determining whether a household has other financial resources sufficient to obtain or maintain housing. For additional information concerning assets see the "Housing Status: Eligibility Determination and Documentation Requirements" located at www.HUDHRE.info.

Income Inclusions

This table presents the HPRP income inclusions. The following types of income must be counted when calculating gross income:

General Category	Description
1. Earned Income	The full amount of gross income earned before taxes and deductions.
2. Business Income	The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
3. Interest & Dividend Income	Monthly interest and dividend income credited to an applicant's bank account and available for use.
4. Pension/Retirement Income	The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
5. Unemployment & Disability Income	Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
6. TANF/Public Assistance	Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
7. Alimony, Child Support and Foster Care Income	Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

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Income Exclusions

This table presents the HPRP income exclusions. The following types of income are not counted when calculating gross income:

General Category	Description
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Disabled Persons	Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparations	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.

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15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:</p> <ul style="list-style-type: none"> ▶ The value of the allotment made under the Food Stamp Act of 1977; ▶ Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▶ Payments received under the Alaskan Native Claims Settlement Act; ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program; ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal workstudy program or under the Bureau of Indian Affairs student assistance programs; ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, state job training programs and career intern programs, AmeriCorps); ▶ Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990; ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; ▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and ▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

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Income Documentation Standards

Grantees and subgrantees are responsible for verifying and documenting the eligibility of all HPRP applicants prior to providing HPRP assistance and for maintaining this documentation in the HPRP participant case file once approved for assistance. HPRP grantees may be monitored to ensure appropriate documentation is obtained and included in HPRP participants' files. For purposes of HPRP, HUD allows various types of documentation, ranging from third party verification to applicant self declaration. Documentation standards, in order of preference, are as follows:

- **Written Third Party** – verification in writing from a third party (e.g. individual employer, Social Security Administration, welfare office, etc.) either directly to HPRP staff or via the applicant. HPRP staff should document third party verification and retain documentation in the HPRP participant file, per the requirements in the table below. Documentation may include completion of a verification of income statement by third party. See “HPRP Verification of Income” template at www.HUDHRE.info for an example.
- **Oral Third Party** – verification from a third party (e.g. individual employer, Social Security Administration, welfare office, etc.) provided by the third party over the telephone or in-person directly to HPRP staff. HPRP staff should document oral third party verification and retain in the HPRP participant file, per the requirements in the table below. See “HPRP Verification of Income” template at www.HUDHRE.info for an example.
- **Applicant Self-Declaration** – an affidavit of income as reported by the household. HPRP staff should document an applicant's self-declaration and retain documentation in the HPRP participant file, per the requirements in the table below. See “HPRP Self-Declaration of Income” template at www.HUDHRE.info for an example.

HUD expects a conscientious and reasonable effort be made by grantees (and subgrantees) to use the highest documentation standard possible. An acceptable documentation standard may be dependent on two issues: 1) the resources of the grantee or subgrantee providing HPRP assistance and 2) the type of assistance provided.

Determining Acceptable Level of Documentation

To determine the highest documentation standard that is reasonable, each HPRP grantee or subgrantee should review existing resources (i.e., funding, capacity, pre-existing income verification process for other programs) available within their agency. Some grantees or subgrantees may already have a third party verification process in place that could be reasonably incorporated into the HPRP eligibility determination and documentation process. However, for other types of organizations, namely small, non-profits, a lower level of income verification and documentation may be all that is reasonable.

A reasonable documentation standard also depends on the type of service provided. For example, some income documentation requirements for one-time or emergency assistance may not be reasonable given the time-sensitive and short-term nature of the assistance. Medium term rental assistance (which may be provided over a period of four to eighteen months) and/or other ongoing assistance (i.e. case management) may allow for a higher documentation standard to be met.

Timeliness of Documentation

The definition of income for the HPRP program reflects an applicant household's income at the time of application (see definition of “Current Income” above). Accordingly, documents and information collected to verify income should be recent. *Documentation that is dated within 30 days prior to the time of application is acceptable for purposes of HPRP.*

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The chart below outlines standards and describes documentation requirements for the various types of income. In some instances, only applicant self-declaration may be possible. This method should be used only as a *last resort* when all other verification methods are not possible or reasonable. When using applicant self declaration, grantees or sponsors must document why a higher verification standard was not used.

Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Requirements and Process	
Wages and Salary, etc.	Yes	Copy of most recent paystub(s)	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent pay stub(s) from applicant. ▪ Include copy(ies) in participant file. 	
		OR		
		Written verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Mail, fax or email written verification of income request directly to the employer(s). ▪ Obtain signed and dated verification of income from employer(s). ▪ Include verification of income in participant file. 	
		OR <i>(if written third party documentation cannot be obtained)</i>		
		Oral verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Contact the employer(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. ▪ Include HPRP Verification of Income in participant file. 	
		OR <i>(if written documentation or oral third party verification cannot be obtained)</i>		
		Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 	
Business income¹	Yes	Copy of most recent federal or state tax return showing net business income	<ul style="list-style-type: none"> ▪ Obtain copy of most recent federal or state tax return from the applicant. ▪ Include copy in participant file. 	

¹ It can be a challenge for Grantees and Subgrantees to obtain 3rd party verification of self-employment income. When 3rd party verification is not available, the Grantee should always request a notarized tenant declaration that includes a perjury statement.

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Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Requirements and Process
		OR <i>(if written documentation cannot be obtained)</i>	
		Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
Interest and dividend income	Yes	Copy of most recent interest or dividend income statement	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent interest or dividend income statement from applicant. ▪ Include copy(ies) in participant file.
		OR	
		Copy of most recent federal or state tax return showing interest, dividend or other net income	<ul style="list-style-type: none"> ▪ Obtain copy of most recent federal or state tax return from the applicant. ▪ Include copy in participant file.
		OR <i>(if written documentation cannot be obtained)</i>	
		Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
Pension/retirement income	Yes	Copy of most recent payment statement or benefit notice from Social Security Administration (SSA), pension provider, or other source	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent benefit notice, pension statement or other payment statement from applicant. ▪ Include copy(ies) in participant file.
		OR	
		Written verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the Social Security Administration, pension provider or other source. ▪ Obtain signed and dated verification of income from income source. ▪ Include HPRP Verification of Income in participant file.

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Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Requirements and Process
		<p style="text-align: center;">OR <i>(if written third party documentation cannot be obtained)</i></p> <p>Oral verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)</p>	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. ▪ Include HPRP Verification of Income in participant file.
		<p style="text-align: center;">OR <i>(if written documentation or oral third party verification cannot be obtained)</i></p> <p>Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)</p>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
Unemployment and disability income	Yes	<p>Copy of most recent unemployment, worker's compensation, SSI, SSDI, or severance payment statement or benefit notice</p>	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment statement(s) and/or benefit notice(s) from applicant. ▪ Include copy(ies) in participant file.
		<p>Written verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)</p>	<p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the unemployment administrator, worker's compensation administrator, or former employer. ▪ Obtain signed and dated verification of income from income source. ▪ Include verification of income in participant file.
		<p style="text-align: center;">OR <i>(if written third party documentation cannot be obtained)</i></p> <p>Oral verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)</p>	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. ▪ Include HPRP Verification of Income in participant file.
		<p style="text-align: center;">OR <i>(if written documentation or oral third party verification cannot be obtained)</i></p>	

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Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Requirements and Process	
		Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 	
TANF/public assistance	Yes	Copy of most recent welfare payment statement or benefit notice	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent benefit notice(s) or payment statement(s) from applicant. ▪ Include copy(ies) in participant file. 	
		OR		
		Written verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the welfare administrator. ▪ Obtain signed and dated verification of income from income source. ▪ Include verification of income in participant file. 	
		OR <i>(if written third party documentation cannot be obtained)</i>		
		Oral verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. ▪ Include HPRP Verification of Income in participant file. 	
		OR <i>(if written documentation or oral third party verification cannot be obtained)</i>		
Alimony, child support, foster care payments	Yes	Copy of most recent alimony, foster care, child support or other contributions or gift payment statements, notice, or order	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment statement(s), notice(s) or order (e.g. court ordered child support) from applicant. ▪ Include copy(ies) in participant file. 	
OR				

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Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Requirements and Process		
		Written verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the child support enforcement agency, court liaison, or other source. ▪ Obtain signed and dated verification of income from income source. ▪ Include HPRP Verification of Income in participant file. 		
OR <i>(if written third party documentation cannot be obtained)</i>					
		Oral verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. ▪ Include HPRP Verification of Income in participant file. 		
OR <i>(if written documentation or oral third party verification cannot be obtained)</i>					
		Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 		
Armed Forces income	Yes	Copy of pay stubs, payment statement, or other government issued statement indicating income amount	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment stub(s), statement(s), or other government issued statement from applicant. ▪ Include copy(ies) in participant file. 		
		OR			
		Written verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the appropriate armed services representative. ▪ Obtain signed and dated verification of income from income source. ▪ Include HPRP Verification of Income in participant file. 		
		OR <i>(if written third party documentation cannot be obtained)</i>			
Oral verification of income. See HPRP Verification of Income template (located at www.HUDHRE.info/HPRP/)	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. ▪ Include HPRP Verification of Income in participant file. 				

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Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Requirements and Process
		<p style="text-align: center;">OR <i>(if written documentation or oral third party verification cannot be obtained)</i></p> <p>Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)</p>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
No Income Reported	N/A	<p>Self-declaration of income. See HPRP Self-Declaration of Income template (located at www.HUDHRE.info/HPRP/)</p>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.

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Income Calculation

After determining and documenting which sources of income must be included in the income calculation for the household, calculate the household's annual income.

Annualizing Wages and Periodic Payments

When calculating income based on hourly, weekly or monthly payment information, add the gross amount for each payment period that is documented and divide by the number of payment periods. This provides an average wage per payment period. Depending on pay periods used by the employer or the schedule of periodic payments, the following calculations convert the average wage into annual income:

- Hourly Wage multiplied by Hours Worked Per Week multiplied by 52 weeks
- Weekly Wage multiplied by 52 weeks
- Bi-Weekly (every other week) Wage multiplied by 26 bi-weekly periods
- Semi-Monthly Wage (twice a month) multiplied by 24 semi-monthly periods
- Monthly Wage multiplied by 12 months

Documentation of a household's annual income relative to Area Median Income and indicating HPRP eligibility (50% of AMI or less) should be maintained in the participant file.

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SELF-DECLARATION OF INCOME

HPRP Applicant Name: _____

This is to certify the income status for the above named individual. Income includes but is not limited to:

- The full amount of gross income earned before taxes and deductions.
- The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
- Monthly interest and dividend income credited to an applicant's bank account and available for use.
- The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
- Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
- Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
- Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
- All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Check only one box and complete only that section

I certify, under penalty of perjury, that I currently receive the following income:

Source: _____ Amount: _____ Frequency: _____
Source: _____ Amount: _____ Frequency: _____
Source: _____ Amount: _____ Frequency: _____

HPRP Applicant Signature: _____ Date: _____

I certify, under penalty of perjury, that I do not have any income from any source at this time.

HPRP Applicant Signature: _____ Date: _____

HPRP Staff Verification

I understand that third-party verification is the preferred method of certifying income for HPRP assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

HPRP Staff Signature: _____ Date: _____

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VERIFICATION OF INCOME

HPRP Applicant Name: _____

Instructions for Employer/Payment Source Representative: This is to certify the income received by the above named individual for purposes of participating in the HPRP program. This information will be used only to determine the eligibility status and level of benefit of the household. **Complete only the selected section below that includes an authorization to release information.**

Please return this form to:

Name & Title: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

Employment Income

HPRP Applicant Release: I hereby authorize the release of the following employment information.

HPRP Applicant Signature: _____ Date: _____

Employer representative to complete this section:

The person named above is employed by _____ since _____. He/she is paid \$ _____ on a _____ basis and is currently working an average of _____ hours per _____.

Additional compensation please specify (if any): _____

Probability of continued employment: _____

Authorized Employer Representative Signature: _____ Date: _____

Name, Title: _____

Address and Phone: _____

Payments and/or Benefit Income (complete one form for each distinct source of income for person named above)

CIRCLE ONE: Social Security/SSI Pension/Retirement TANF
 Public Assistance Unemployment Compensation Workers Compensation
 Alimony Payments Foster Care Payments Child Support Payments
 Armed Forces Income
 Other (pls. specify): _____

HPRP Applicant Release: I hereby authorize the release of the following payment and/or benefit information.

HPRP Applicant Signature: _____ Date: _____

Payment source representative to complete this section:

Payments or benefits in the amount of \$ _____ are paid on a _____ basis. The expected duration of the payments or benefits is _____.

Authorized Payment Source Representative Signature: _____ Date: _____

Name, Title: _____

Address and Phone: _____