

Statement of No Income Procedure

For 2016-2017 ERSEA Process

Purpose

This document explains how to document income eligibility determination when income documentation is not available or is missing and is designed to assist you in obtaining/documenting the proof of a child or family income when missing or unavailable.

Guidance

Staff must always make sure the process does not create a hardship or barrier for the child's family to complete the eligibility determination process.

Procedure

Income received and documentation is not available

If a parent/legal guardian cannot provide documentation, staff should:

- Document on the *Eligibility Verification Form* as a "Staff Statement" (Page 2; Section 3 of the Eligibility Verification Form) how income was verified AND
- Obtain a written statement from the parent/legal guardian declaring income
 - PSESD form is optional: Completing the *Statement of No Income or Missing Income Form* is optional to use, however, using the form is a good way to document the reason why documents were not available per the program standards. Staff must ask how the family met the basic living expenses such as food, shelter, utilities, clothing, etc.
- Parent/legal guardian also have the option to provide their own written statement that provides information on how the family met the basic living expenses.

Statement of child or family missing income documentation

If a parent/legal guardian is reporting a specific amount of income but does not have documentation to support what they are reporting, staff should:

- Document on the *Eligibility Verification Form* as a "Staff Statement" (Page 2; Section 2 of the Eligibility Verification Form) how they are verifying income **and**
 - Obtain a written statement from the parent/legal guardian explaining why documentation is unavailable OR document on the *Statement of Information Regarding Family Income Form*. The form provides plenty of space to document reason for the missing documentation.

Signing the statement forms

Whether using the *Statement of No Income or Missing Income Form* OR the *Statement of Information Regarding Family Income Form*, both forms require the parent or legal guardian signature and a witness. The witness should be the same person verifying eligibility. Please let every applicant know that this statement means that under penalty of perjury, that the information on this form is true, complete and accurate to the best of my knowledge. Staff and/or parent can be held accountable if the information is intentionally incorrect.

Please Remember: If a child/family is homeless, staff has up to 90 days to collect this documentation.

Related Documents

Eligibility Verification Form

Statement of No Income or Missing Income Form; Statement of Information Regarding Family Income Form