

## **INCOME & FINANCIAL SUPPORT VERIFICATION DOCUMENTATION**

Provide a copy of a 1040 federal tax return documents (hand written forms are not valid)

Approved 1040 federal tax return document options: 1040, 1040A, 1040EZ, 1040NR, 1040X, or 1040 Schedule C

OR

Provide a minimum of 2 sources of income verification: (One of the two sources must show annual household income amount)

1. Social Security Income (SSI) or Social Security Disability Income (SSDI)
2. Government Assistance (MFIP) – Example: food stamps, grants, loans, cash allowances, rental assistance, childcare assistance
3. Unemployment Statement
4. Letter of Termination from employer
5. Pay Stubs for each working adult (4 weeks) find weekly average to show change from tax document
6. Self-Employed: 1040 income on Schedule C or quarterly income statement. Income before deductions
7. MN Care or Medical Assistance (MA) letter stating who is eligible or covered by it. (A copy of the card is not acceptable documentation)
8. Pensions or Retirement
9. Child Support Income & Alimony payments
10. Bank Statements that show income source (minimum of 3 months)
11. Letter of Financial Statement from an organization that has knowledge of the applicant's financial support status, household size and situation. This must be on letterhead and cannot be a relative, a personal friend, or a YMCA team member. This is not required unless needed for a second verification.
12. Student Loan living expense portion

If there is not current income verification, zero income, negative income or not approved documentation of income, a Personal Pricing Plan award cannot be processed.

## **PROOF OF DEPENDENT(S)**

Provide a minimum of 1 document of dependent (s) verification:

1. Dependents claimed on approved 1040 federal tax return documents
2. Free School Lunch Program Letter
3. Social Security Income (SSI) or Social Security Disability Income (SSDI): benefit will be addressed to the parent, but child's name will be listed on the same document
4. Professional Letter from Landlord
5. Government Assistance Documentation Listing Household Size
6. MN Care or Medical Assistance (MA) documentation or letter stating who is eligible or insured with the same address listed as parent or guardians (a copy of the card is not acceptable documentation)
7. If Renting or Leasing children's name is listed on the lease as living in the household
8. Child Support Statement showing how much they are paying out, receiving, or showing 50% custody. (If children are not claimed as dependents when filing taxes each year.)
9. Report Card from School with parent or guardian's name and child's name present
10. Transfer of Parental Rights notarized or legal documentation
11. Custody Agreement legal documentation or a signed document on letterhead, from a mediator.
12. Adopted or Foster Children documentation (foster child GA income should be included in total income)
13. Letter from a Guardian ad Litem working with the family.

## **Documentation Resources**

1. Social Security website to create profile - [www.ssa.gov](http://www.ssa.gov)
2. PDF of official taxes - [www.irs.gov](http://www.irs.gov)
3. Proof of food and cash benefits from government - [www.ebtedge.com](http://www.ebtedge.com)