

HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

INCOME WORKSHEET INSTRUCTIONS

1. CAAs are required to complete the Income Worksheet to document countable and excluded income for all Household members, unless the person is a college student who will be excluded from the Household.
2. The Income Worksheet is completed by the CAA staff and signed by the Primary Applicant and the certifier.
3. All countable income must be calculated on a previous three (3) month or twelve (12) month income verification period for standard HEAP Applications and a previous one (1) month or prior 30 days income verification period for ECIP Only Applications.

Examples:		
Date of Application	Income Verification Period	Proof of income required for:
December 2020	3 months	September, October, and November
December 2020	12 month	December 2019 through November 2020

4. CAA will calculate the Household's countable income received during the requested income verification period. **Do not use** the pay period date as this only indicates when the income was earned and not when the income was received by the Household.

A. SELF EMPLOYMENT REMINDERS	
(1)	If a Household has both self-employment and non-self-employment income, all income must be documented for the same income verification period.
(2)	If the Primary Applicant chooses the twelve (12) month income verification period, self-employment income and other Household income need to be documented for twelve (12) months. If the Primary Applicant chooses the three (3) month income verification period, any non-self-employment income must be documented for the previous three (3) months.
(3)	Self-employment income, including rental income, must be documented by a federal tax return, or the Self-Employment Worksheet accompanied by business records. Additional information about self-employment income and the requirements can be found in the following: <ol style="list-style-type: none"> a. Handbook: Section 23- Countable Income. b. Self-Employment Worksheet instructions.

B. INTAKE WILL COMPLETE THE FOLLOWING	
(1)	CAA (Agency) Name and Phone Number.
(2)	Primary Applicant Name, Physical Address, City, State and Zip Code.
(3)	Date of Application.
(4)	Application ID#.
(5)	"From" and "To" dates for the selected income verification period.
(6)	Indicate Income Type and record any " Non-Earned Income " the Household receives such as TANF, VA, SS, SSI, SSD, State of Maine SSI, pension, annuity or unemployment. Include the name of the Household member receiving the income, the source of income, the amount, and frequency of income (monthly, bi-weekly, etc.).
(7)	Indicate Income Type and record all " Earned Income " the Household receives such as wages, self-employment, rental income, and odd job income. Include the name of the Household member receiving the income, the Employer name, and the Employment Dates.
(8)	Identify and record any " Miscellaneous Income " the Household receives such as interest, dividends, child support, alimony, workers comp, etc. Include the name of the Household

- member receiving the income, the source of income, the amount, and frequency of the income (i.e., monthly, bi-weekly, etc.).
- (9) If an Applicant claims to have had **“Zero Income”** for any month during the income verification period, record the adult Household member’s name; and date and place of last employment. If the adult household member is a full-time student enter the school that the student is attending.
 - (10) If an Applicant claims that the Household has zero/minimal income for the income verification period, document how the Household is paying for basic living expenses. Income that is exempt is self-attestation. **Any countable income disclosed and not previously documented as Earned, Unearned or Miscellaneous Income must be included, documented in the appropriate space and proof provided by the applicant. Refer to Handbook Section 22 and Section 23 for exempt and countable income.**
 - (11) Court ordered child support paid by a Household member. If an Applicant claims to pay child support, the amount paid and documented during the income verification period may be deducted from the Household’s income.
 - a. Record the name of the Household member who is legally obligated to make the child support payments.
 - b. Record the total amount of child support due and paid in the column corresponding to the applicable income verification period – i.e. 1 Month, 3 Months, or 12 Months.
 - c. If the amount paid is greater than the Applicant’s income, the intake worker will ask the Primary Applicant about the source of funds used to make the child support payments during the income verification period. The intake worker will add notes to the Income Worksheet explaining who/how paid.
 - d. The Applicant must provide a copy of the court order and proof of amounts paid during the income verification period. Intake should indicate such on the Reminder Form (check the box for “Child Support Paid – court document and proof of payments”).
 - (12) Under the **“NOTES”**, document all information pertinent to Household income. Include information such as why some adult members do not have any income, if rental property is not rented and why, etc. Detailed information provided on the Worksheet will assist the certifier in answering any questions they may have about Household income. The **“NOTES”** section does not have the space to document so a separate blank sheet will need to be used to document the information.
 - (13) Explain to the Primary Applicant that their signature is attesting to the information they provided. Have the Primary Applicant sign and date the Income Worksheet.
 - (14) Make copies of all proof of income and documentation brought in by the Primary Applicant. Attach documents to the Worksheet.
 - (15) Complete the Reminder Form to indicate what (if any) additional income documentation is required.

C. CERTIFIER WILL		
<ol style="list-style-type: none"> (1) Confirmation of income (or lack of income) for all applicant is documented on the Worksheet. (2) Confirm there is back-up documentation (paystubs, SS award letters, tax forms, etc.) for each type of income listed on the Income Worksheet and the documentation is adequate for the income verification period. 		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">Example:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> Date of Application is 12/12/yyyy. Applicant is paid on a weekly basis. Income verification period is 3 months (September, October, and November). The file would need to have either: <ul style="list-style-type: none"> ● A paystub for each week during the 3 months income verification period; or ● If the paystub contains the year-to-date income, the file would need the first paystub in September and the last paystub in November. </td> </tr> </tbody> </table>	Example:	Date of Application is 12/12/yyyy. Applicant is paid on a weekly basis. Income verification period is 3 months (September, October, and November). The file would need to have either: <ul style="list-style-type: none"> ● A paystub for each week during the 3 months income verification period; or ● If the paystub contains the year-to-date income, the file would need the first paystub in September and the last paystub in November.
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- (3) Calculate the amount of gross income by (income) type for the applicable income verification period. Record the total gross income in the column corresponding to the applicable income verification period – i.e. 1 Month, 3 Months, or 12 Months. This section is designated as Agency Use Only.
- (4) Court ordered child support paid by a Household member. Confirm the Application file contains a copy of the court order and proof of the amounts paid during the income verification period. If a lump sum payment is made for arrears, it cannot be deducted from income. Only deduct the amount of the payment that applies to the income verification period. The certifier must verify whether any part of the lump sum payment applied to the income verification period.
- (5) Certifier signs and dates the Income Worksheet.