

Required Income Document Guide

The chart below contains examples of required income documents. You must include documentation of income from all sources for **ALL** people living in the household who are 18 years or older. Income documents must be current and must include gross income (before deductions) for the last **30 Days**. Each person living in your household who is 18 years and older and who does not receive income, needs to sign and fill out "**Survey of No Income and Expenses**". Please include this with your application.

Note: For your protection, please black out Social Security and/or bank account numbers on all copies.

If you participate or receive income from:	You can send us a copy of:
Wages, Salaries and Commissions	Two Consecutive Check Stubs
Pensions, Social Security, SSP, SSDI, Disability Payments, Workers Compensation, Unemployment Benefits, VA Benefits, Foster Care Payments	Award Letters, Check Stubs, Bank Statements (to show direct deposit)
Medicaid/Medi-Cal, Supplemental Security Income (SSI), CalFresh/SNAP (Food Stamps), LIHEAP, WIC, Healthy Families A & B, CalWORKs (TANF), Tribal TANF, National School Lunch Program (NSLP), Bureau of Indian Affairs General Assistance, Head Start Income Eligible (Tribal Only)	Award Letters, letter of participation in the program
School Grants, School Loans, Scholarships, or Other Aid	Award Letters, Statements
Insurance and/or Legal Settlements	Settlement document
Child and/or Spousal Support	Court Documents, Letters, Check Stubs
Farm Income	First page of IRS Form 1040
Interest and/or Dividends from: Savings, Stocks, Bonds, or Mutual Funds	Investment account statement(s), bank statement, and/or first page of IRS Form 1040
401K, IRA Withdrawals, Retirement Accounts, or Annuities	Investment account statement(s) and/or bank statement
Capital Gains	Investment account statement(s) and/or first page of IRS Form 1040
Rental and/or Royalty Income	First page of IRS Form 1040
Profit from Self-Employment	First page of IRS Form 1040 AND 1040 Schedule C
Gambling/Lottery Winnings	Determined on case-by-case basis
Union Strike Fund Benefits	Benefit Payment Stubs
Cash Income (when you have not filed Federal or State taxes)	Provide a signed letter detailing: the type of work, estimated monthly amount of cash payment, and employer name and phone number
Monetary Gifts, none of the examples above apply, or If you do not receive any income	Complete and sign " Survey of No Income and Expenses "

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