

Income Declaration Form

HFI is funded by federal, state, and local funders. Services are free to families. In order for services to be free to families the HFI staff must collect income information from all families, at the first meeting. They will ask to see, and obtain copies of income documentation which may include paystubs or W-2 forms, proof of Social Security/SSI, Unemployment, Child Support, TANF, Food Stamps, Medicaid information. This information is confidential and only shared with funders.

HFI appreciates your cooperation. If you are unwilling or unable to provide the information listed above, the HFI program may only be able to give you community resources, based on the availability of local funding.

Name of Parent _____ SSN _____
Name of Parent _____ SSN _____
Name of Target Child _____ SSN (if available) _____

1. Who lives in your home?

Please check all that are appropriate:

<input type="checkbox"/> Mother of baby	<input type="checkbox"/> Baby
<input type="checkbox"/> Prenatal mother	<input type="checkbox"/> Children of father (if in home)
<input type="checkbox"/> Prenatal baby	<input type="checkbox"/> Children of mother (if in home)
<input type="checkbox"/> Children of mother & father (if in home)	<input type="checkbox"/> Father (if in home)
<input type="checkbox"/> Other _____	
	<input type="checkbox"/> Total in household

2. Document Eligibility through another service agency

Please check all that apply

<input type="checkbox"/> Medicaid for baby	<input type="checkbox"/> Food Stamps
<input type="checkbox"/> Medicaid for whole family	
<input type="checkbox"/> Medicaid for older child (not disability)	<input type="checkbox"/> Cash Assistance (TANF)

Case ID# _____

***Please provide the card or award letter**

Or

3. Document Eligibility through income verification

What is your monthly income?

Please check all that apply

<input type="checkbox"/> Child Support \$ _____	<input type="checkbox"/> Unemployment benefits \$ _____
<input type="checkbox"/> Social Security benefits \$ _____	<input type="checkbox"/> Housing assistance \$ _____
<input type="checkbox"/> Social Security for child \$ _____	<input type="checkbox"/> Employment \$ _____

\$ _____ Total Monthly Household Income X 12 = \$ _____ Total Annual Income

***Please provide documentation for the last 30 days**

Or

4. Do you not have any income, but receive assistance somewhere else?

Yes No

***Please provide a letter from the provider of assistance**

I declare this information is true to the best of my knowledge. I understand that the above information will be shared with Healthy Families Indiana funders.

Signature: _____ **Date:** _____

Healthy Families Staff _____ **Date :** _____

Please check the yearly income amount that is closest, without going over.

There are 2 in your Household

36,775 or less Eligible
 more than 36,775 Not Eligible

There are 3 in your Household

\$46,325 or less Eligible
 more than \$46,325 Not Eligible

There are 4 in your Household

\$55,875 or less Eligible
 more than \$55,875 Not Eligible

There are 5 in your Household

\$65,425 or less Eligible
 more than \$65,425 Not Eligible

There are 6 in your Household

\$74,975 or less Eligible
 more than \$74,975 Not Eligible

There are 7 in your Household

\$84,525 or less Eligible
 more than \$84,525 Not Eligible

There are 8 in your Household

\$94,075 or less Eligible
 more than \$94,075 Not Eligible

There are 9 in your Household

\$103,625 or less Eligible
 more than \$103,625 Not Eligible

Signature: _____

Date: _____

Healthy Families Staff _____

Date: _____

Documentation Guidelines for Assessment Workers

- This needs to be done prior to assessment.
 - The numbers below correspond to the questions within the Income Declaration Form. If the family is TANF/Food Stamp eligible you will only need to obtain the specified documentation. For some Medicaid and other clients additional data will be needed. Please refer to instructions for each question on what is required in that step and how to proceed.
1. Please make sure you are only getting information for that family household and not other people that may also live in the home. Household members are primary adults interested in enrolling in the home visiting program including children also living in the home. This does not include other adults living in the home who are not participating in the program.
 2. If the family is receiving or is enrolled in TANF, Medicaid (categories specified below), or Food Stamp programs they are automatically eligible under Healthy Families. Obtain a copy or picture of the RID# or the Case # as evidence of eligibility. The RID# is found on the back of issued Medicaid Cards and Case #s are found on FSSA/DFR paperwork delivered to participants of these Programs. If the Medicaid type is not one of those listed below then proceed to question #3 and gather income verification documentation.
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 3. If one of the adults are employed you will need the following information to verify income for all household members.
 - Collect the income for the previous month prior to assessment
 - If self employed copy of tax return and/or quarterly taxes, W2,
 - Other types of assistance you will need to verify the amount. This can look different based on type of assistance. For example copy of check stub or award letter for Social Security or Unemployment benefits will be sufficient. Examples for child support could be a bank statement, check stub, or court order. The documentation should be something showing who the funds are going to and the amount.
 - **Take total from page 1 of monthly income and compare with poverty guidelines to determine TANF eligibility.**
 4. Some people have no income as they may be a teen mom or receiving help from other relatives and friends. If this is the case and they are not receiving any benefits nor any income, but someone is paying for the family to live please get a letter stating this from that individual. For example if maternal grandma is allowing the mom and baby to stay there and paying for their needs then a note from grandma will be sufficient. This note can be given to the mom to give to the home visitor.
 - If income or program involvement cannot be verified then you can use the income declaration form by itself as verification. This should be used as a last resort and less than 5% of the time should be seen at a site.

