



# Mayor's Office of Housing and Community Development

## 2017-18 Family Income Verification Form Instructions

Please make sure to complete and review the Family Income Verification Form with all clients. Your participation in this process will help ensure proper completion and full understanding by clients of how information collected is protected and used by your organization and the Mayor's Office of Housing and Community Development. It also ensures compliance with both federal and local regulations and requirements. This information is required for all MOHCD projects supported by federal Community Development Block Grant funds, as well as local General Funds and Housing Trust Funds. Data is used to collect demographic information to assess the impact and proper execution of MOHCD's Grant Programs in partnership with community based organizations.

Your agency may use an alternate form if it 1) contains all required elements from the Family Income Verification Form, and 2) has been approved by your Grant Coordinator.

**Client information** - Must use either client name or unique identifier (contact your Grant Coordinator to request the use of unique client identifiers).

### **Sex and Gender Identity Definitions:**

- **Male** - the behavioral, cultural, biological, or psychological traits typically associated with males
- **Female** - the behavioral, cultural, biological, or psychological traits typically associated with females
- **Trans Male** - transgender men, transmasculine, or transmen, sometimes referred to as female-to-male or FTMs
- **Trans Female** - transgender women, transfeminine, or transwomen, sometimes referred to 'male-to-female or MTFs
- **Genderqueer/Gender Non-binary** - two of many reclaimed gender identities among persons who do not subscribe to conventional gender distinctions; may feel their gender as neither, both, or some fluctuating combination of male/masculine and female/feminine genders.
- **If not listed, please specify** - this category provides options for people to state their specific transgender identity (or identities), as well as an "additional category" which will help clarify the many possible transgender identities.

### **Ethnicity and Race:**

MOHCD uses U.S. Census Race & Ethnicity categories required by the U.S. Department of Housing and Urban Development (HUD) for all its grants, federally funded and otherwise. Please go over definitions to assist clients in making an informed selection.

**Ethnicity** - Ask all clients to select either "Hispanic/Latino" or "Not Hispanic/Latino"

Definition: Hispanic/Latino is an ethnicity category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, Other or Multi-Racial may also be counted as being Hispanic/Latino.

**Race** - Check one box in this section.

### Definitions:

- **American Indian or Alaska Native:** a person having origins in any of the original peoples of North, Central and South America and who maintains affiliation or community attachment.
- **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Native Hawaiian or Other Pacific Islanders:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- **White:** a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Black or African American:** a person having origins in any of the black racial groups of Africa
- **American Indian or Alaska Native and Black or African American; American Indian or Alaska Native and White; Asian and White; or Black or African American and White:** a person having these multiple race heritages as defined above
- **Other or Multi-Racial:** for reporting individual responses that are not included in any of the categories listed above.

## Family Composition and Income:

### Definition:

- Family includes, but is not limited to, the following regardless of actual or perceived sexual orientation, gender identity, or marital status: a single person or a group of persons residing together.
- Clients should indicate if they are a Single (Female/Male) Headed Household or Dual Headed Household.
- Please ask clients to indicate the number of persons living in their household that make up their family (including themselves).
- "Total estimated income for the next 12 months for all adult members" includes income, public benefits, etc.

## Current Income Information

- To complete this section, please make sure to use/double check the total number of people listed by client in the "Current Income Information" section of the **Family Income Verification Form** in order to make sure that this information is consistent.
- **Circle** the annual current income for all adult members of that family.
- If family is more than 8 people, for each person in excess of eight, 8 percent of the four-person base should be added to the eight-person income limit. (For example, the nine-person limit equals 140 percent [132 + 8] of the relevant four-person income limit.) Round income limits to the nearest \$50.

## Income Certification

- Please request to see one of the income documents listed in this section. Staff signature on the form serves as verification that all information on the form is accurate (including review of income certification documents).
- Staff should make best efforts to view income documents for all clients. In the case of CDBG grants, failure to properly income certify and collect a completed and signed form for over 50% of clients may result in the requirement to conduct a complete recertification of all clients from the year being audited (which may be a previous program year). Failure to recertify all clients can result in grantee having to repay the full CDBG grant amount.
- If the client is unable to produce an income document, staff will use the "Self-Certified" box and provide an explanation for why self-certification was necessary, and if the client does receive one of the income-qualified benefits listed. For example, "Client on food stamps, but did not have income document at time of interview" or "Client is low-income, but did not have proof of income at time of interview."
- If client brings income documents in at a later date, please update form with that information.
- For CDBG grants, self-certification is primarily used for individuals who cannot access this type of information because of unique circumstances (for example, victims of domestic violence and/or homeless individuals) that prevent the client from presenting this information for review by staff interviewer.

## Signatures

- Signatures of **client** and interviewing **agency staff** are **required**.
- All youth 17 and under must have parent/guardian complete and sign the Family Income Verification Form.

## Notes

- This section is to make notes regarding the completion of this form, e.g. "6/29/17 – parent signed for minor client, client spoke language other than English."

## Note For Youth 17 And Under

- All youth 17 and under must have parent/guardian complete and sign the Family Income Verification Form.
- Client Information, Ethnicity and Race should reflect that of the youth, but Family Information, Current Income Information, and Income Certification should reflect that of the parent/guardian/family.
- All areas of the Family Income Verification Form are applicable to youth 17 and under. Parent/guardian must complete and sign form.