DOCUMENTS REQUIRED TO DETERMINE YOUR RECERTIFICATION

Some public benefit programs use an income determination process similar to the Housing Authority's. If you or a member of your household currently participates in one of the programs listed below, you may submit the program's most recent income determination document to us.

- CalWORKS - Temporary Assistance for Needy Families (TANF)
- Medi-Cal - Medicaid
- CalFresh - Supplemental Nutrition Assistance Program (SNAP)
- CalEITC - Earned Income Tax Credit (EITC)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- Supplemental Security Income (SSI)
- Low-Income Housing Tax Credit (LIHTC)
- Any other HUD-administered housing assistance program

We may be able to use that document to verify your household income instead of requiring the income verification documents listed below. Submitting this document is **optional**, but doing so may expedite your eligibility process.

To be accepted, the income determination document must:

- Be dated within the last 12 months
- Include all members of your household or state your correct family size
- State your household's annual income

If you do not have one of these documents or prefer not to submit one, you may continue to provide the pay stubs, benefit award letters, and other income verification documents listed below. We will then calculate your income using standard methods.

INCOME

☐ **Wages:** You must provide the three most current consecutive pay stubs for all employed adult household members. At least one of the three pay stubs must be dated within 30 days of the date of this letter.

☐ **Self Employed:** If any adult household member is self-employed, you must provide a complete copy of your most recent federal income tax return, including IRS Form 1040, and Schedule C/Schedule SE, if applicable. Please also provide a profit and loss statement for the most recent 12 months, or complete a Self-Employment Certification, available at www.hacosantacruz.org or in our main office lobby.

☐ **Social Security (SS) or Supplemental Security Income (SSI):** You must submit all pages of a current, original statement of benefits letter or action notice for any Social Security pension and/or Supplemental Social Security Income showing the current benefit amount for you or household members. The letter must be dated within 30 days of the date of this letter. If you need a current benefits letter, contact the Social Security Administration at 1-800-772-1213 or www.ssa.gov. If your benefits have been reduced for any reason, please submit a current Social Security benefit letter showing the monthly payback amount and outstanding balance.

- ☐ **State Disability/Unemployment/Workers' Compensation:** You must submit a current, original award letter or current original paystubs for you or any household member receiving state disability, unemployment benefits, or workers compensation. The award letter or paystubs must be dated within 30 days of the date of this letter.

- ☐ **Other Benefits:** You must submit all pages of the current, original statement of benefits letter or action notice for any type of Cash Aid or Welfare Assistance, such as Temporary Assistance for Needy Families (TANF), previously called Assistance to Families with Dependent Children (AFDC), CalWORKs, General Assistance, or Veterans Benefits, showing all benefits currently received by you or household members. The statement must be dated within 30 days of the date of this letter.

- ☐ **Alimony/Child Support:** You must submit a current 12-month printout of alimony or child support payments. Child support documentation may be printed from the Department of Child Support Services website at www.childsup.ca.gov.

- ☐ **Any and All Other Income, Including Benefits, Gifts, and Contributions:** You must submit current, original documentation of any and all other income received by you or any member of your household. Examples of other income include food stamps, financial aid, child care vouchers, foster care or adoption assistance payments, contributions from anyone outside of your household, etc.