

FAMILY RECERTIFICATION ITEMS REQUIRED FOR YOUR RECERTIFICATION

I. INFORMATION ABOUT YOUR HOUSEHOLD INCOME & ASSETS

1. **Employment Income:** For every family member of your household who works, bring the following:
 - a. Your last four paystubs (Additional paystubs may be necessary)
 - b. If you started a new position, you will need to provide a current letter from your employer stating your starting date of employment, the current rate of pay, including any overtime pay, and the number of anticipated hours worked in a normal work week. This letter must be on your employer's company stationery which includes their business name, address, & phone number.
 - c. Other types of income you expect to receive from employment, such as bonuses, tips, commissions, profit-sharing programs, etc.
 - d. Tax Return & W-2 – Most current year
 - e. Form 1099: received for assets and/or miscellaneous income for current past year.

2. **Benefits & Support Income:** If any member of your family receives any of the following types of income, bring name, address and telephone number of the source of income and/or legal documentation on the amount received.
 - a. Unemployment Compensation
 - b. Social Security Statement for the Current Year
 - c. Supplemental Social Security State of Income (SSI) for the Current Year
 - d. Pension Statement of Income
 - e. Annuity
 - f. Disability Income
 - g. Alimony/Child Support/Child Support Passthrough
 - h. General Assistance, SNAP Benefits, etc.
 - i. Regular support from family members or friends (Any and all monies received on a reoccurring basis.

3. **Zero-Income** – If you are reporting zero income, you must complete a zero-income statement and provide proof of how you are living; ie, grocery receipts, rent payment receipts, car payment receipts, phone receipts, etc. A new zero income statement must be completed every three (3) months and complete documentation must be provided until you start receiving income again.

4. **Savings and Checking Accounts:** (including Christmas Clubs, Certificates of Deposits, IRA, Keogh Accounts, Zelle, Cash App, Venmo, etc.) Provide full statements for the past two months (additional statements may be required)

5. **Stocks, Bonds, Trusts, & Other Investments:** Provide account numbers and full statements on the value of the investment and information about income from the investment(s).

6. **Life Insurance Policies:** Provide the name of the company, policy numbers and statements on the value of the investment(s) and information about income from the investment(s).
7. **Other Income:** For any other type of income you have to provide the name, address, and telephone number of the source and information about the amount of income. A notarized statement may be required.
8. **Assets Sold or Given Away:** If you have sold or given away any assets in the past two years (such as giving property or an amount of money to another family member), please provide information on who it was given to and the value of the asset.
9. **Funeral Trust Accounts:** Please provide a statement of your funeral trust, if you have one.

II. EXPENSES – Please provide the following information regarding any Childcare Expenses. A letter from the Childcare provider is required.