



FINANCIAL ASSISTANCE - INCOME VERIFICATION GUIDELINES

(Income must be provided for each adult on the membership; children may be counted as dependents until age 26, but parent/guardian must maintain a proof of dependency) Please bring all highlighted or circled documentation to your financial assistance appointment.

INCOME VERIFICATION -

Provide a copy of a 1040 federal tax return document

*Applicants who do not have their federal tax return may go to the IRS office on the 1st floor of the Federal Building and receive a free statement that verifies they have filed their return as required by law or visit www.irs.gov for a PDF of official filing.

OR Provide a minimum of 1 form of income verification:

1. 2 Pay Stubs for each working adult that are current and consecutive
2. Pensions or Retirement
3. Bank statements that show income source (minimum of 3 months)
4. Social Security Income (SSI) or Social Security Disability Income (SSDI)– www.ssa.gov and you can create an account and [print your letter and see last year's record income](#)
5. Self-Employed: 1040 income on Schedule C or quarterly income statements. Income before deductions 6. Letter of Termination from employer
7. Unemployment Statement (Iowa Workforce Development)

AND Provide documentation for any other assistance you receive:

8. Government Assistance (Iowa Welfare support) Example: food stamps, TANF, grants, rental assistance, childcare assistance– www.ebtedge.com. Proof of food and cash benefits from government
9. Child Support Income & Alimony payments
10. Letter of Financial Statement from an organization that has knowledge of the applicant's financial support status, household size and situation. Must be on official letterhead. Example: low-income housing property manager
11. Student loan living expense portion

If there is not current income verification, zero income, negative income, or not approved documentation of income, a financial assistance award cannot be processed.

PROOF OF DEPENDENT(S)

Provide a minimum of 1 document of dependent verification:

1. Dependents claimed on approved 1040 federal tax return documents
2. Free School Lunch Program Letter
3. Social Security Income (SSI) or Social Security Disability Income (SSDI): benefit will be addressed to the parent but the child's name will be listed on the same document
4. Professional Letter from Landlord
5. Government Assistance Documentation Listing Household Size (excluding assessments)
6. Insurance letter stating who is eligible or insured with the same address listed as parent or guardian
7. Rental or Lease agreement with child's name listed on the lease as living in the household
8. Child Support Statement showing how much they are paying out, receiving, or showing 50% custody.
9. Report card from school with parent or guardian and child's name present
10. Transfer of Parental Rights notarized or legal document
11. Custody Agreement legal documentation or a signed document from a mediator
12. Adopted or Foster Child documentation (foster child GA income should be included in total income)
13. Letter from a Guardian ad Litem working with the family

SPECIAL CIRCUMSTANCES DOCUMENTATION

You may bring in documentation related to your expense situation in addition to your income verification if you believe your expenses are extraordinary: ex> high medial expense, dependent care, elderly care, funeral expenses, legal expenses, etc.

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