

WAGES, Inc.
Head Start/Early Head Start Program
INCOME VERIFICATION STATEMENT

1305.4(c) The family income must be verified by the Head Start/Early Head Start Program before determining that a child is eligible to participate in the program.

1305.4(d) Verification must include examination of any of the following: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers or documentation showing current status as recipients of public assistance.

1304.4(e) A signed statement by an employee of the Head Start program identifying which of these documents was examined and stating the child is eligible to participate in the program must be maintained to indicate that income verification has been

In order to determine eligibility, all applicants are required to present documentation of income in accordance with 1305.4(d). This is written documentation stating that the family of:

_____ (Name of child(ren) applying for services) was asked to provide documentation of income in one of the following categories: pay stubs, 1040 Income tax return, W-2s, written statement from employer, and/or documentation showing current status of public assistance. The Head Start/Early Head Start staff has made every attempt to verify my income. This statement is to acknowledge that I, _____ parent/guardian of the child listed above, give the following explanation to explain my family's income status:

Income From Employment

I receive(d) a total gross income of \$ _____ per week /bi-weekly/ monthly/yearly. During the past 12 months, I was employed _____ months. If not employed for the entire previous 12 months, please list months you were unemployed: _____

Income From Other Sources

I receive(d) a total gross income of \$ _____ per week / bi-weekly/monthly/yearly from the following source and during the past 12 months, I received this income for _____ months.
___ Child support ___ Unemployment ___ SSI ___ SSA ___ TANF ___ Pension/Retirement ___ Grant ___ Family/Friends ___ Other

No Income

I verify that I have had **no income** from any source during the past 12 months.

Note: If you do not have a current source of income or did not have a source of income at ANY time during the previous 12 months, you must provide a detailed explanation of your family circumstances, which includes how you previously paid or are currently paying such bills as rent/mortgage, utilities, food, personal expenses, etc.

Parent/Guardian Signature

Date

Verified By/Staff Signature

Date