

## APPENDIX B: INCOME

Household income must be verified for all clients at intake and at not less than once annually. CVOEO is responsible for verifying income information for the CARES Housing Voucher and determining the client's portion of rent.

- Income is verified at intake to determine the client's portion of rent.
  - Client's portion of rent is 30% of the household's total gross monthly income.
  - Client's portion of rent shall be prorated for the first month if the lease term does not begin on the first of the month.
- Income may be re-evaluated at any time on request of the client.
- Income is re-evaluated no less than once annually to determine that the participant does not have an annual income that exceeds 50 percent of HUD median family income for the area.

In accordance with 24 CFR Part 576, the CARES Housing Voucher project uses the standard for calculating annual income under [24 CFR 5.609](#).

- Annual income includes all income that goes to a family member, or on behalf of a family member, from outside the family during the 12-month period.
- Annual income includes income derived from assets.
- Annual income includes, but is not limited to: gross wages and salaries, tips and bonuses, other compensation; interest or dividends; the full amount received from Social Security, disability or death benefits; retirement funds, including lump-sum amounts; unemployment compensation; workers compensation; TANF benefits; child support; military pay.
- Examples of excluded income: income from employment of children; payments received for the care of foster children; lump-sum additions to family assets (such as insurance payments, settlements or inheritances); amounts received for medical expenses; income of a live-in aid; student financial assistance; special military pay; reimbursement of out-of-pocket expenses; deferred SSI or Social Security benefits received in a lump sum; tax refunds or rebates; sporadic, temporary, nonrecurring income (such as gifts).

### HOUSEHOLD INCOME – ACCEPTABLE DOCUMENTATION

- Copy of most recent paystub(s) OR other written verification from employer
- Copy of most recent federal or state tax return
- Copy of most recent interest or dividend income statement
- Copy of most recent payment statement OR benefit notice OR bank deposit statement OR other written verification from income source

If the above written third party documentation is not available, the applicant may provide a self-declaration of income statement. The Local CARES Housing Support Agency staff must provide a written explanation for the use of self-declaration.