

## VERIFICATION INFORMATION

**SNAP/TANF Households**—If you receive SNAP or TANF benefits, you **only** have to send documentation that shows your household is now receiving these benefits. No other information is required. This can be:

- **SNAP or TANF certification notice** showing the beginning and ending dates of the certification period.
- **Letter from the SNAP or welfare office** stating you now receive SNAP or TANF benefits.

**Households That Do Not Receive SNAP or TANF Benefits**—If you do not receive SNAP or TANF benefits, (1) write the name of each household member on the income eligibility statement, (2) include your social security number, and (3) send copies of information or papers that show your household's **current** total income. Current income is the amount of money your household received last month.

The paperwork you submit must show: (1) the amount of the income received, (2) the name of the person who received it, (3) the date the income was received, and (4) how often the income is received.

To show the amount of money your household received last month, send copies of the following:

- Earnings/wages/salary for each job
  - Current paycheck stub that shows how often pay is received
  - Current pay envelope that shows how often pay is received
  - Letter from employer stating gross wages paid and how often they are paid
- Social security/pensions/retirement
  - Social security retirement benefit letter
  - Statement of benefits received
  - Pension award notice
- Unemployment compensation disability or workers' compensation
  - Notice of eligibility from State employment security office
  - Check stub
  - Letter from workers' compensation
- Welfare payments (TANF, SNAP)
  - Benefit letter from welfare agency
- Child support/alimony
  - Court decree, agreement, or copies of checks received
- Self-employment income; e.g., day care home providers
  - Documentation of income and expenses
  - Last year's IRS Form 1040 with all completed schedules, including Schedule C
  - Schedule F for business or farming papers

**All other income**—If you have other forms of income (such as rental income), submit Schedule F and all other information on the amount of income received, how often it is received, and the date received.

**No income**—If you have no income, send a brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.

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discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382. USDA is an equal opportunity provider and employer.”

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