

## NHA Income Self-Declaration Guidance Sheet

### **PURPOSE STATEMENT:**

The purpose of the self-declaration sheet is to gather additional information from the parent/guardian or SPW client if they cannot produce source documentation of income and are reporting income.

### **TIMELINE:**

The Income Self-Declaration is completed at the time of application.

### **STAFF RESPONSIBLE:**

The staff person that is completing the Eligibility Application for the parent/guardian or SPW client.

A Family Service Supervisor will need to verify the self-declaration worksheet, or another staff member as assigned by the Area Director.

### **INSTRUCTIONS:**

Staff interviewing the parent/guardian or SPW client should dialogue beyond the questions provided on the worksheet in order best understand the family's/client's situation. *This is to say, the worksheet is not meant to be exhaustive, rather a guide for the interview process.*

Possible supplemental questions:

How long have you been working at your current place of employment/self-employed?

How often are you receiving a regular income? i.e. weekly, bi-weekly, monthly, etc.

How have you calculated the amount of income received over the past 12 months?

Has there been any significant changes in your income over the past 12 months?

Is your employer able to provide any documentation showing income you have received?

The parent prints and signs their name and dates the form, verifying that the information provided is accurate and true.

Head Start/Early Head Start staff prints their name, signs and dates the form as a witness to the completion of the form.