

NHA Zero Income Declaration Guidance Sheet

PURPOSE STATEMENT:

The purpose of the Zero Income Declaration is to gather additional information from the parent/guardian or SPW client if they are reporting zero income.

TIMELINE:

The Zero Income 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.*

Staff may seek 3rd party verification about the family's eligibility if the family gives consent.

Possible supplemental questions:

How long have you been without an income?

How have you maintained your family's lifestyle during this time period?

Do you anticipate any changes being made to your income?

Have you received any government assistance since you have been without an income?

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.