

Self-Certification of Income

(Hot Sheet)

CF/R-23 Revised 1-16

(mandatory)

This form is an official document for the purpose of verifying self-certified family income at time of registration when families have no source documentation for: employment income (A), non-employment income (B) and zero income (C). the intent of the form is to acquire last twelve (12) months or calendar year income information in order to determine program eligibility.

Complete the form as follows:

- A. For employment income, check the appropriate reason (Number 1, 2, or 3) for self-certification and complete the chart as follows with employer's information (complete multiple forms as needed to cover the number of employers for the last twelve (12) months or calendar year).
 - i. Employer name
 - ii. Employer phone number
 - iii. Employment Hire Date
 - iv. Date employment Ended
 - v. Rate of pay
 - vi. Work hours
 - vii. Days worked
 - viii. How often paid
 - ix. Total annual income earned and percentage for agricultural work
- B. For non-employment income, when no documentation is possible, complete the chart as follows for the past twelve (12) months or calendar year (complete multiple forms as needed for each income type)
 - i. Type of income
 - ii. How often received
 - iii. Amount of income
 - iv. Date income began
 - v. Date income ended
- C. Fill out the period of time in which the applicant has no income. Make sure that the reason for having no income is filled out as well.
 - i. Enter the date range (month and year) for the time period in which the family had no income
 - ii. Specify the particular reasons why the family had zero income and how the family was able to sustain itself
- D. Document action steps taken by staff to verify information.

Retain this form in the Child's file.