

HEAP / PIPP / SCP / WCP INCOME DOCUMENTATION REQUIREMENTS

Wages (paystubs)

- ★ Last 30 days of income, if you are paid every 2 weeks, we will need the previous 2, excluding the day of appointment, paid every week will need the previous 4, excluding the day of appointment **(required)**
- ★ If seasonal employment – will need last 12 months of income (school system, construction, lawn care) **(required)**

Fixed Income (Social Security, SSI, SSDI, Pensions, Alimony)

- ★ Most current award letter or most current bank statement showing deposit in last 30 days **(required)**

Child Support

- ★ Print out from Job and Family Services showing last 30 days of payments **(required)**
- ★ If child support is the only income, a 2024 tax return or an IRS non-filing transcript **(required)**

Self-Employment (your own business, babysitting, landlord, door dash, uber)

- ★ Self-Employment form (provided in office) **(required)**
- ★ A 2024 tax return or an IRS non-filing transcript **(required)**

Unemployment

- ★ Benefit letter from Ohio Means Jobs or on-line portal covering last 30 days of benefits received **(required)**

Utility Allowance

- ★ Copy of Lease or Lease Amendment **(required)**
- ★ A 2024 tax return or an IRS non-filing transcript **(required)**

Supplemental Income (workers compensation, employment disability payout, long and short-term disability)

- ★ Benefit letter showing weekly amounts for the past 30 days **(required)**

Other Countable Income (lottery winnings, annuities, divorce settlements, insurance payouts, retirement account withdraws)

- ★ Bank Statement or most recent 1099 **(required)**

Zero Income

- ★ Letter of Support (must include date name, address, phone number and signature of the person writing the letter) **(required)**
- ★ The Self-Declaration Form (provided in the office) must explain how the household is supported. All lines on the form must be completed. If any line items that pertain to you contain a "0" proof of nonpayment is **required** (for example, if you say that you have not paid your rent or mortgage in the past 30 days, proof of nonpayment will be required. The same applies to other household utilities) (water, phone, cable, car insurance, car payment)
 - The letter of support cannot be written by someone who is receiving HEAP/PIPP and has a letter of support.
- ★ Copy of 2024 tax return / if you did not file, we will need an IRS non-filing transcript **(required)**
 - If your tax return shows income in 2024, you will need to have your previous employer complete an Employment Verification Form (provided in office)

Excluded Income

- ★ Tax refunds, scholarships, grants, OWF, VA disability, income for anyone under the age of 18

Deductions (expenses that will reduce your total monthly income, to use these deductions you will need to provide documentation of payment in the past 30 days)

- ★ Health, dental and vision Insurance
- ★ Short and Long-Term insurance premiums
- ★ Prescription Plans
- ★ Medical Health Care spending account
- ★ Medicaid Spenddown
- ★ Child Support payments