

ESG Income Eligibility Worksheet

To be eligible for ESG Homeless Prevention assistance or remain eligible for ESG Rapid Re-Housing assistance, households must be at or below 30% of the Area Median Income (and meet other eligibility requirements). Grantees may use this worksheet to determine whether an applicant household meets the ESG income eligibility threshold for rapid re-housing at annual re-evaluation. Be sure to complete all three sections of the worksheet and include a copy in the ESG participant case file.

If evaluating continued eligibility, be sure to include updated documentation for each income source. It is not acceptable to re-attach the evidence from previous eligibility decisions.

PROGRAM INFORMATION

Case Manager: _____
 Date of Entry into Program: _____

Participant Name: _____
 Date of Assessment: _____

SECTION 1: FAMILY INFORMATION

Member #	Household Member Name	Age of Household Member
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
Total Number of Household Members (Household Size)		
30% of Area Median Income (AMI) for Household Size		\$

SECTION 2: ELIGIBILITY CERTIFICATION

By signing below, I certify that to the best of my knowledge, the program participant named above:

- Has an income at or below 30% AMI as evidenced by the Income Evaluation Worksheet (Section 3)
- DOES NOT have an income at or below 30% AMI

I further certify all of the following: (1) to the best of my knowledge and ability, all of the information used in making this eligibility determination is true and complete. (2) I am not related to the program participant through family, business or other personal ties. (3) To the best of my knowledge, neither I nor anyone related to me has received or will receive any financial benefit for this eligibility determination. (4) I understand that fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws. (5) I understand that if any of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

Staff Signature: _____

Date: _____

SECTION 3: INCOME ELIGIBILITY WORKSHEET (for ADULT household members only)

Member #	Income Source	Current Gross Income	Payments / Year (#)	Annual Gross Income	Documentation Type
	Earned Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Earned Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Earned Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Self-Employment/Business Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Self-Employment/Business Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Interest & Dividend Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Interest & Dividend Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Pension/Retirement Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Pension/Retirement Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Unemployment & Disability Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Unemployment & Disability Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	TANF/Public Assistance	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	TANF/Public Assistance	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Alimony, Child Support & Foster Care Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Alimony, Child Support & Foster Care Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Armed Forces Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Armed Forces Income	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Other (specify):	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration
	Other (specify):	\$		\$	<input type="checkbox"/> Source Documents <input type="checkbox"/> 3 rd Party <input type="checkbox"/> Self-Declaration

Total Annual Gross Income from all sources

30% of Area Median Income for Household Size

\$

Is the household at or below 30% of the Area Median Income?