# LEAD REDUCTION PROGRAM

## INCOME AND ASSET DOCUMENTATION GUIDE

### VERIFICATION OF HOUSEHOLD INCOME

#### PROOF OF INCOME FOR HOUSEHOLD MEMBERS 18 AND OVER

#### WAGES

If you work, submit:

- Most recent 4-6 consecutive paystubs, or W-2 forms for the past two years (only if with same employer), AND
- Fill out and sign the first page of the <u>Employment Verification Form</u>.

#### SELF-EMPLOYMENT

If you are self-employed, submit IRS Form 1040 showing amount earned and employment period for the past 2 years.

#### UNEMPLOYMENT BENEFITS

If you receive unemployment benefits, we need proof of gross benefit amount, benefit frequency, duration, and remaining balance. Submit your most recent benefit letter or a computer printout from the authorizing agency.





#### **Claim Information**

Claim Number	202001
Status	Active
Program Name	Regular UI
Monetary Claim Type	UI
Weekly Benefit Amount	\$417.00
Maximum Benefit Amount	\$10,842.00
Monetary Balance	\$10,842.00
Benefit Year Begin Date	03/08/2020
Benefit Year End Date	03/06/2021

#### UNEARNED INCOME

If you receive income other than wages or unemployment, we need proof of the gross amount and frequency. Submit your most recent award letter, benefit letter, or a computer printout from authorizing agency.

*E.g. Temporary Assistance for Needy Families (TANF), Social Security (SS), Supplemental Security Income (SSI), Pensions, Annuities, Veteran Benefits* 

#### NET INCOME FOR A BUSINESS

- If you own a business, submit IRS Form 1040 with Schedule C, E, or F for the past 2 years.
- If you own rental properties, submit IRS Form 1040 with Schedule E for the past 2 years.

#### **INCOME FOR HOUSEHOLD MEMBERS UNDER 18**

#### CHILD SUPPORT

If you receive child support we need proof of the gross amount and frequency:

- Submit a computer printout from the authorizing agency, OR
- Let us know the state and sign the Child Support Verification Form.

#### UNEARNED INCOME

If your child receives unearned income (TANF or SSI) submit a recent benefit letter, or computer printout from authorizing agency that shows gross benefit amount and frequency.



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#### EARNED INCOME

The Lead Reduction Program does NOT count the earned income of household members under 18.

#### ZERO HOUSEHOLD INCOME

#### ZERO HOUSEHOLD INCOME

If no one in the household receives any of the income described above, complete the **DOEE** Income Affidavit Form and get it notarized – this form tells you how! Then, mail us the original document.

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### **VERIFICATION OF HOUSEHOLD ASSETS**

#### BANK ACCOUNTS

#### CHECKING ACCOUNT

If you have a checking account, submit bank statements for the past six months showing interest rate and balance, with the account number blacked out.

#### SAVING ACCOUNT

If you have a saving account, submit a bank statement issued within the past 30 days showing interest rate and balance, with the account number blacked out.



#### NO BANK ACCOUNT

If no one in the household has a bank account, complete the <u>Statement of No Banking</u> Institution Checking or Savings Account(s)

and get it notarized. Then, mail us the original document.

#### OTHER ASSETS

#### REAL ESTATE

If you own real estate other than your primary residence, submit: passbooks or financial statements completed by a financial institution OR a real estate tax assessment or appraisal.

#### OTHER ASSETS

If you own other assets, submit a document from a financial institution, stockbroker, real estate agent, etc. indicating the current value of the asset and penalties or reasonable costs needed to convert nonliquid assets into cash.

The **bolded** supplemental forms are available on our website at <u>https://doee.dc.gov/service/lead-reduction-program</u>. If you still have any questions about filling out the Lead Reduction Program application call (202) 671-1757 or email LaWanda.Jones@dc.gov.



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