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 Employment Verification Form.

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.
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.
EARNED INCOME

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

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.

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 **Statement of No Banking 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 [https://doee.dc.gov/service/lead-reduction-program](https://doee.dc.gov/service/lead-reduction-program). If you still have any questions about filling out the Lead Reduction Program application call (202) 671-1757 or email LaWanda.Jones@dc.gov.