

Documentation Glossary

Identification Documentation:

- **Photo ID for the primary applicant**
 - A current (not expired) photo ID that includes a date of birth, state provided preferred.
 - If an adult applicant does not have a social security number, then they must provide photo ID with a birthdate.
- **Proof of Residency**
 - Social security card or social security 1099 for applicants +18
 - Social security card or birth certificate can be used for applicants under 18
- **Proof of Address**
 - Usually this is the energy bill
 - If the primary applicant is not on the energy bill, any other piece of mail addressed to them. ID with current address can also prove address.

Income documentation:

Earned Income: Income the client receives through employment.

- **Employment: Work for a regular paycheck**
 - Documentation requirements:
 - All paystubs with *pay dates* in the three months prior to the application month. (An appointment in November will need all paystubs with pay dates in August, September and October.)
 - Paystubs must include the workplace name, employee name, pay period and pay date, gross pay, and a breakdown of what taxes have been taken out.
 - If paystubs aren't available or don't meet documentation requirements, the applicant may take an Employer Earned Income form (provided by Hopelink upon request) to their employer and have the employer fill out the gross pay for each month.
- **Employment: Informal Work**
 - Documentation Requirements:
 - If an applicant receives informal, cash pay for work like housekeeping, babysitting, or any other odd jobs that don't go through a formal company, they fill out a Self-Declaration (provided by Hopelink upon request) of Income with the net amount they earned for the three months prior to the application.
- **Employment: Self-Employed**
 - Definition: Applicants count as self-employed in the following cases:
 - They run their own licensed business
 - They work for a Ride-Share/contracted delivery service like Uber, Lyft, or DoorDash
 - They run an informal business (like housekeeping) with multiple, regularly scheduled clients.

- Documentation Requirements:
 - Standard Deduction:
 - Applicants can choose to fill out a Self-Employed Declaration of Income (provided by Hopelink upon request) in which the applicant's self declares their gross income and up to \$100 is deducted from each month
 - Itemized Deduction:
 - Applicants can choose to complete a Self-employment Income Worksheet (provided by Hopelink upon request) to deduct expenses from the gross income. In order to deduct business expenses, either receipts must be provided for each deduction or provide a statement from a business credit card or bank account.
 - For Itemized Deduction for Ride Share like Uber or Lyft, the company can provide a monthly tax statement we use for the itemized deduction.

Unearned Income

- **Government Assistance**
 - If an applicant receives Social Security (SSA, SSDI, SSI) provide the award letter for the year(s) in which the prior three months fell.
 - If letters cannot be provided, bank statements for the three months can be provided.
 - If an applicant receives TANF or GAU, no additional documentation is needed for the application.
 - SNAP/EBT food benefits are not counted as income; no documentation is needed.
- **Worker's Comp and Private Disability**
 - If an applicant receives L&I payments or private disability, they must provide paystubs with advice/mailling dates, payment amounts, and client identity information.
- **Dividends & Life Insurance**
 - An applicant receiving Life Insurance or dividend payouts can be documented either with an award letter, paystubs, or if those aren't available, bank statements or a 1099-R tax record including the application months.
 - If the applicant receives interest payments greater than \$0.25, these payments can be documented with bank statements.
- **Other Retirement Income (Pension, Annuity)**
 - An applicant receiving pensions can provide paystubs with payment or advice dates, the payment amounts, client identity information, and payor information.
 - An award letter from the Providing Agency Office with a date, Agency contact information, client identity information, payment amount, and clearly state how often the client receives payments.
 - If neither paystubs nor award letters are available, bank statements for the three months can be provided.
- **Support Income**

- If an applicant is receiving child or spousal support, they fill out and sign a Self-Declaration of Income for the required months.
- If a client wishes to deduct child support that they are paying from their reported income, they must either provide proof of payments made (i.e. paystubs showing garnishments, or copies of checks).
- **Gifts**
 - If an applicant receives cash gifts from friends or family to pay for expenses, they must sign a Self-Declaration of Income with the amounts received.
- **Unemployment Income**
 - If an applicant receives unemployment insurance payments, the client can either print their payment history from the Washington Unemployment portal, or sign a release for the Energy Staff to fax a request (this option will increase the time it takes to process the application)
- **No Income**
 - If an applicant receives none of the income types listed, they fill out a declaration of no income.