



CHILD CARE ASSISTANCE PROGRAM

INCOME GUIDEBOOK

TABLE OF CONTENTS

Employment Income.....	2
Self-Employment Income.....	3
Unearned Income	4
Child Support	5

EMPLOYMENT INCOME



Employment income can be verified by the following:

1. Paychecks for each adult household member (e.g., pay stubs, an employer’s statement, etc.) dated within [45 days of application submission](#).
 - a. If work stopped in the last 3 months for any adult in the home, provide a separation notice, “pink slip,” or a statement from the former employer that outlines the last day worked at the former employer.
2. If one of the adults in the home has new employment, is on maternity leave, does not have pay stubs, and/or does not have hours listed on their paystubs:
 - a. The department will need a statement from the employer verifying monthly gross wages or salary paid to an individual, hours worked per week, frequency of payment, and start date. The form will be mailed to you once your case review has begun or you can provide an employer’s statement on a company letterhead.

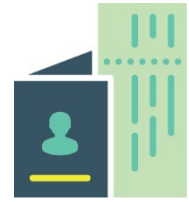
Employment Income Tips and Reminders

The check stub is the best tool for calculating gross monthly income. It shows the name of the employer, the date of pay, and gross income earned.

Upon review of your application, your Case Manager may request that the adult household members submit their four most recent and consecutive pay stubs upon application for services and at redetermination of eligibility.

All adults must earn at least the Federal Minimum Wage (FMW) to qualify for the Program.

SELF-EMPLOYMENT INCOME



A person is considered self-employed if the individual carries a trade or business as a sole proprietor or independent contractor, is a member of a partnership, or is otherwise in business for him or herself.

Any self-employed adults in the home must follow the income documentation instructions outlined below.

All self-employed adults must earn at least the Federal Minimum Wage (FMW) to qualify for the Program.

If the business has been in operation for one year or more:

- a. Prior tax year's income tax return with all schedules used;
- b. Accountant/bookkeeper's records of income and expenses for the past twelve months; and
- c. Personal business records for the last 12 months with corresponding proof of income and expenses.

If the business has been in operation for less than one year:

- a. Prior tax year's income tax return with all schedules used.
- b. Accountant/bookkeeper's records for each month of operation.
- c. Personal business records for each full month of operation, with corresponding proof of income and expenses.

UNEARNED INCOME

Unearned income is income received through sources other than an employer. Common examples of unearned income sources include:



- Child Support (see [page 5](#) for additional information about child support requirements)
- Alimony
- Social Security
- SSI
- Veteran’s Affairs (VA)
- Retirement checks
- Unemployment Compensation Benefits (UCB)
- Award letters
- Court orders

REMEMBER:

If you or anyone in your household receives unearned income, you must provide a payment history that covers the past 12 months.

CHILD SUPPORT



Child support payments are included in the total gross monthly income for the CCAP program.

Information and verification of direct child support may be obtained through Support Enforcement Services (SES), the clerk of court, or a statement signed by the absent parent.

Parents must also provide a 12-month payment history.

Child Support income can be verified by the following:

- Print out from Support Enforcement Services Online Café system (must include all case information); or
- Documentation from Support Enforcement Services office; or
- Copy of court order or parental agreement which contains the child support amounts as well as all case information; or
- In cases of voluntary child support agreements, obtain a copy of a signed agreement or statement from the non-custodial parent.
 - The statement from the non-custodial parent must include:
 - Child support payment amount,
 - Frequency of the payments
 - Non-custodial parent's contact information.
 - If the non-custodial parent refuses to submit a written statement or you are unable to contact the non-custodial parent, you may self-declare the child support income by submitting a written and signed statement.