

**Comprehensive Literacy State Development Subgrant
Income Eligibility Worksheet & Declaration of No Income**

This worksheet is designed to assist early childhood education programs in determining income eligibility for children and families. **This worksheet is not required to be completed but is provided as a resource tool.**

Section 1 – Determination of family size (leave row blank if not applicable).

	Number of parents/legal guardians of the child who reside in the home and all minor children of the parents/legal guardians who reside in the home
	Number of stepparents residing in the home, and all their minor children who reside in the home (do not count a minor child in this box if you counted them in the box above)
	Number of grandparents who reside in the home (only include this number if the parent of the child is a minor and is not participating in the LEAP program)
	Number of unmarried parents of any common child(ren) who reside in the home and the number of their minor children (do not count a minor child in this box if you counted them in one of the boxes above)
	Total number of individuals who should be included when determining family size

Section 2 – Determination of family income (if the family does not have any earned or unearned income, please skip to Section 3).

- Both gross earned and unearned income should be included
- The income from all adult family members residing in the home, as identified in Section 1, should be included when determining family income

Gross Earned Income		Gross Unearned Income	
	Employment – two consecutive paystubs or W2 form		Child support – child support letter and documentation of receipt
	Self-employed – W2 form or current business records estimating income		Social Security Administration Disability – award letter
			Ohio Works First (OWF) Cash Assistance – award letter
			Unemployment Benefits – award letter
			Gifts from family members – statement from person giving the gift
			Veteran’s Payments – award letter
			Survivor Benefits – award letter
			Alimony – award letter
			Pension or Retirement Income – award letter
			Educational Assistance – award letter
			Other

Using the information gathered from Sections 1 and 2 above, determine if the family meets income eligibility using the [Federal Poverty Guidelines](#).

Section 3 – Declaration of no income

If a family has no income, they must provide a written explanation of how they are meeting basic living expenses, including but not limited to food, housing/shelter, utilities and transportation. The family must provide a statement indicating the information provided is true and accurate, must contain a detailed explanation of how all four living expenses noted above are met, and must contain the parent/guardian signature.

I, _____, verify that neither I nor any member of my family earns/receives any income. I/We have been meeting our basic needs in the following ways:

Food:	
Housing/Shelter:	
Utilities:	
Transportation:	

I certify that the information above is complete and accurate to the best of my knowledge. I understand that if I knowingly give false information or misrepresentation of my income, it may result in disqualification.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

Witness Printed Name _____

Witness Signature _____ Date _____
