


Source of Income	<div style="text-align: right;">  </div> Acceptable Documents to Show Income
Child Support	<ul style="list-style-type: none"> • Print-out from MA DOR (Call 1-800-332-2733 or online at https://ecse.cse.state.ma.us/ecse/) • Copy of court order or support checks • If no child support, you may be asked to sign a No Child Support form
Employment	<ul style="list-style-type: none"> • Copy of last four weekly paystubs (or two if paid bi-weekly) <u>Stubs must show your name</u> • Signed letter from your employer stating your gross wages with one pay stub
Support from Family/Friends	<ul style="list-style-type: none"> • Contact the PACE Fuel Assistance office to complete a Financial Assistance Form
Foster Care/Adoption	<ul style="list-style-type: none"> • Print-out or letter from source stating gross amount and frequency.
Social Security/SSI/SSDI	<ul style="list-style-type: none"> • Copy of current award letter or tax form 1099 • Social Security print-out (1-800-722-1213 or socialsecurity.gov) • Bank statements are not acceptable proof of Social Security unless they show gross amount • Bank statements are acceptable proof for SSI
SSP (MA SSI supplement)	<ul style="list-style-type: none"> • Copy of current award letter (1-877-863-1128 or mass.gov/hhs/ssp) • Print-out from DTA (if you also receive food stamps) 1-877-382-2363 • Bank statement showing SSP direct deposit
Pension	<ul style="list-style-type: none"> • Check stub, letter from pension source, or recent 1099 showing <u>gross amount</u>.
Veteran's Benefits	<ul style="list-style-type: none"> • Check stub, letter from VA or recent 1099 showing <u>gross amount</u>.
Welfare/TAFDC/EAEDC	<ul style="list-style-type: none"> • Print-out from DTA showing benefit (1-877-382-2363 or mass.gov/eohhs/gov/departments/dta/)
Unemployment	<ul style="list-style-type: none"> • Print-out from the Career Center/Unemployment Office (or mass.gov/lwd/unemployment-insur/)
Worker's Compensation	<ul style="list-style-type: none"> • Copy of document showing gross amount, date of loss, and frequency of payment. • Four consecutive weekly pay stubs (two if bi-weekly)
Interest/Dividends	<ul style="list-style-type: none"> • Copy of current tax form 1099 • Letter from bank stating interest or dividend amount
Rental Income	<ul style="list-style-type: none"> • Most recent tax form 1040 with <u>all schedules</u> signed by you and tax preparer. <ul style="list-style-type: none"> ◦ <i>If self-prepared, must be accompanied by tax transcript. Request at 1-800-829-1040 or irs.gov/individuals/get-transcript</i> • <u>If you do not file federal taxes:</u> Rent receipts from all units for one month or letters from tenants stating amount of rent & frequency, copy of recent property tax bill, homeowner's insurance bill or policy, water/sewer bill, and mortgage interest statement.
Self-Employment	<ul style="list-style-type: none"> • Most recent tax form 1040 with <u>all schedules</u> signed by you and tax preparer. <ul style="list-style-type: none"> ◦ <i>If self-prepared, must be accompanied by tax transcript. Request at 1-800-829-1040 or irs.gov/individuals/get-transcript</i>
Odd Jobs	<ul style="list-style-type: none"> • Contact our office for help documenting income received from odd jobs.
Students	<ul style="list-style-type: none"> • If student (between 18-23 yrs old) is working less than 30 hours per week, their income can be excluded from benefit determination upon submission of a letter from school verifying enrollment status. • If student has no income, a letter from school verifying enrollment can be accepted in lieu of a "No Income" Form.
Lump Sum Payments	<ul style="list-style-type: none"> • 1099, other tax forms, or other program forms may be required. Please contact our office. • Includes (but not limited to): royalties, cash/lottery prizes, financial aid, trust or estate income, inheritances, income derived from sale of stocks/bonds or the sale of assets such as a home, scholarships, insurance payouts, stipends/fellowships or housing allowances.
No Income	<ul style="list-style-type: none"> • Any household member over 18 claiming \$0 in income must sign a "No Income" form.
Other Income	<ul style="list-style-type: none"> • Any other income or monies coming into the household not listed here may affect benefit eligibility.
Household Ability to Meet Expenses	<ul style="list-style-type: none"> • Any combination of these sources of income must show a household's ability to meet expenses. Income should exceed housing costs, for example. If household is not meeting expenses, documentation showing arrearages must be provided. Contact our office for assistance.