

Zero Income Checklist and Worksheet: Verification of Non-case Contributions

This Checklist and Worksheet is to be completed for all families whose Total Tenant Payment equals the minimum rent, or, for PHA's without minimum rents, for all families reporting less than \$100 per month in total income. The Form should be completed prior to admission and at each recertification (which may be monthly or quarterly depending on the PHA's policy on re-examination of tenant's with minimum rents or zero income). The form first lists all the cash and non-cash contributions the family is receiving and then assists PHA staff to compute the annual value of such contributions. This form should be completed after the Home Visit to an applicant or a home inspection of a resident. The family is required to submit documentation of amounts claimed.

1. Food Expenses

Is the family receiving Food Stamps? Yes No. If yes, what is the monthly value of food stamps? \$_____. If no, what is the family's monthly grocery bill? \$_____.

How does the family pay the monthly grocery bill?
_____.

If someone other than a member of the applicant/tenant family contributes to groceries, who contributes? _____. What is the average cash monthly amount for groceries contributed from all sources? \$_____.

Does anyone contribute groceries or prepared food to the family on a regular basis? Yes No. If yes, what is the average monthly value of groceries or prepared food contributed? \$_____.

Note: Food contributed by food banks, received from the surplus commodity program, the WIC program, or consumed at publicly or non-profit funded meals programs does not count as income. Food or cash for food contributed by private persons does count as income.

2. Cleaning, Grooming and Paper Products Expenses

What is the monthly value of paper products used by the family? Include paper napkins, toilet paper, paper towels, trash bags, other paper goods, and disposable diapers.

\$_____. How does the family pay for these paper products? If someone other than a member of the applicant/tenant family contributes to paper products, who contributes? What is the average monthly value of cash contributions for paper products? \$_____.

Does anyone contribute paper products to the family on a regular basis? Yes No. If yes, what is the average monthly value of paper products contributed to the family? \$_____.

What is the monthly value of grooming products and services used by the family? Include soap, deodorant, shampoo, toothbrushes, toothpaste, dental floss, cosmetics, hair color, barber, beautician services etc. \$_____. How does the family pay for the cost of grooming products and services? _____. If someone other than a member of the applicant family contributes to grooming products, who contributes? _____. What is the average monthly value of contributions (cash or products) for grooming products? \$_____.

What is the monthly value of cleaning products used by the family? Include dishwashing soap, laundry detergent, and household cleaning products. \$_____ How does the family pay for cleaning products? If someone other than a member of the applicant/tenant family contributes to cleaning products, who contributes? What is the average monthly value of cash contributions for cleaning products? \$_____. Does anyone contribute cleaning products to the family on a regular basis? Yes No. If yes, what is the average monthly value of cleaning products contributed to the family? \$_____.

3. Transportation Expenses

Does the family own a car? Yes No. If yes, are there still payments due on the car? Yes No. If yes, what is the amount of the monthly car payment? \$_____. How does the family make the car payment? If someone other than a member of the applicant/tenant household contributes to the car payment, who contributes? What is the monthly amount of contribution toward the car payment? \$_____.

If the family owns a car outright (no payments are due), what are the average monthly amounts the family pays for the following: Gas \$_____, Maintenance \$_____, Insurance \$_____, Tires \$_____. How does the family pay for these auto-related expenses?

If someone other than a member of the applicant/tenant family contributes to the car's operating costs, who contributes? What is the average monthly amount of cash or direct payment contribution to the car's operating costs? \$_____.

If the family does not own a car, what does the family use for transportation? How does the family pay for this transportation? If someone other than a member of the applicant/tenant family contributes to other transportation costs, what is the average monthly amount of cash or other contribution to transportation? \$_____.

4. Entertainment Expenses

Does the family have a cable TV connection? Yes No. If yes, does the family have the basic minimum service or do they also have any premium channels? Yes No. What is the average monthly cost of cable TV service? \$_____. How does the family pay for the cable TV service? If someone other than a member of the applicant/tenant family contributes to the cost of cable TV service, who contributes? What is the average monthly contribution (in cash or direct payment to the cable company) for cable TV? \$_____.

What are the average monthly costs of other types of entertainment to the family? Include the following: Magazines \$_____, Movies \$_____, Video Rentals \$_____, Club memberships \$_____, Sporting events \$_____, Liquor/Beer/Wine \$_____, Lottery tickets \$_____, Vacations \$_____, Other entertainment \$_____.

How does the family pay for the other entertainment costs? _____. If someone

other than a member of the applicant/tenant family contributes to the cost of other entertainment, who contributes? _____. What is the average monthly contribution (in cash or entertainment provided) for other entertainment? \$ _____.

5. Clothing Expenses

What are the ages and sexes of all family members? _____

What is the average monthly cost for clothing and shoes for the family? _____.

How does the family pay for clothing and shoes?

If someone other than a member of the applicant/tenant family contributes to the cost of clothing, who contributes? _____.

What is the average monthly contribution (in cash or new clothes and shoes) for clothing? \$ _____.

What is the monthly amount spent by the family for laundry/dry cleaning clothing? \$ _____.

How does the family pay for cleaning its clothing? _____.

If someone other than a member of the applicant/tenant household contributes to the cost of cleaning clothing, who contributes? _____.

What is the average monthly contribution for clothes cleaning? \$ _____.

6. Smoking Expenses

Does anyone in the applicant/tenant household smoke cigarettes or cigars? Yes No.

If yes, how many packs per day, are smoked by the smokers in the household?

_____. How does the family pay for the cost of cigarettes/cigars? _____.

If someone other than a member of the applicant/tenant household contributes to the cost of smoking, who contributes? _____.

What is the average monthly contribution (in cash, cigarettes or cigars) \$ _____.

7. Communications Expenses

Does the family have a telephone? Yes No. If yes, how many lines does the family have into its house/apartment? _____.

Does the family have any special telephone services? _____ (For example, call waiting, call forwarding, caller ID, etc.) Yes No.

Does anyone in the family have a cell phone? Yes No.

What is the average monthly cost for telephone service? \$ _____.

How does the family pay for the cost of telephone service? If someone other than the a member of the applicant/tenant household contributes to the cost of telephone service, who contributes? _____.

What is the average monthly contribution (in cash or direct payment of the telephone bill) for telephone service? \$ _____.

Does anyone in the family have a pager/beeper? Yes No. If yes, how many members have beepers/pagers? _____.

What is the average monthly cost for the beepers/pagers? \$ _____.

How does the family pay for the cost of beepers/pagers? _____.

If someone other than a member of the applicant/tenant household contributes to the cost of beeper/pager service, who contributes? _____.

What is the average monthly contribution (in cash or direct payment of the beeper/pager bill)? \$ _____.

Does the family have an Internet connection? Yes No. If yes, who is the Internet provider? _____.

What is the monthly cost of the Internet connection? _____. Is there a dedicated telephone line for the Internet? Yes No. If yes, does the telephone line show on the family's telephone bill? Yes No. If no, get a copy of the family's other telephone bill. How does the family pay for the Internet connection? _____.

What is the average monthly cost of the Internet connection? \$ _____. If someone other than a member of the applicant/tenant family contributes to the cost of the Internet connection, who contributes? _____.

What is the average monthly contribution (in cash or direct payment to the Internet provider) for Internet services? \$ _____.

8. Shelter Expenses

For applicants, what is the average monthly cost for housing and utilities? \$ _____. How does the applicant pay the cost of shelter? If someone other than a member of the applicant household contributes to housing or utility costs, who contributes? _____.

What is the average monthly contribution to shelter (housing plus utilities)? _____. Will the person(s) contributing toward shelter continue to do so when the applicant is admitted to public housing? Yes No. If no, why not? _____.

For tenants, what is the average monthly cost for housing and utilities? \$ _____. How does the tenant pay the cost of shelter? _____. If someone other than a member of the tenant household makes a contribution toward the shelter cost, who contributes? _____.

What is the value of the contribution toward shelter? \$ _____.

9. Medical Expenses

Does the family have any unreimbursed medical expenses? Yes No. If yes, what is the average monthly cost of unreimbursed medical expenses? \$ _____. How does the family pay for unreimbursed medical expenses? If someone other than a member of the applicant/tenant household contributes toward medical expenses, who contributes? _____.

Such contributions are not income.

10. Miscellaneous Expenses

Listed below are a series of expenses the family might have. Indicate the monthly amount the family spends on any applicable expenses and the amounts contributed toward the expenses: Church contributions \$ _____, Unreimbursed Educational Expenses \$ _____, Unreimbursed Child care Expenses \$ _____, Unreimbursed Job Expenses \$ _____.

WARNING! Title 18, Section 1001 of the United States Code, states that a person who knowingly and willingly makes false fraudulent statements to any department or agency of the United States Government is guilty of a felony.

Resident/Applicant Signature

Date