



Diaper Assistance Program (DAP) SELF-DECLARATION OF INCOME

Client Name: _____

***This form should only be used if third party verification of income is unavailable. CADC Family/Community Enrichment Specialists are expected to have exhausted all alternative options for verifying income prior to use of a self-declaration of income.** This is to certify the income status for the above named individual. Income includes but is not limited to:

- The full amount of gross income earned, before taxes and deductions.
- The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
- Monthly interest and dividend income credited to an applicant's bank account and available for use.
- The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability, and other similar types of periodic payments.
- Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation. (Note: Do not provide information about any lump sum payments received recently.)
- Monthly income from government agencies, excluding amounts designated for shelter and utilities, WIC, food stamps, and childcare.
- Alimony, child support, and foster care payments received from organizations or from persons not residing in the dwelling.
- All basic pay, special day, and allowances of a member of the Armed Forces, excluding special pay for exposure to hostile fire.

Check only one box and complete only that section.

I certify, under penalty of perjury, that I received the following income last month:

Source: _____ Amount: _____ Frequency: _____
 Source: _____ Amount: _____ Frequency: _____
 Source: _____ Amount: _____ Frequency: _____

Applicant Signature: _____ Date: _____

I certify, under penalty of perjury, that I did not have any income from any source during last month.

Applicant Signature: _____ Date: _____

Staff Verification

I understand that third-party verification is the preferred method of certifying income for assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

Staff Signature: _____ Date: _____