



## CITY OF SAN MATEO CHILD CARE FACILITIES LOAN INCOME VERIFICATION PROCESS

**If program does not currently have defined process to determine household income, use these process guidelines to document the data recorded in the Family Income Verification worksheet.**

**“Adult” is defined as any person over the age of 18.**

- All adults within the family and living within the same residence may be contributing to the payment of expenses of the family, therefore, all adult incomes are combined.

**Collect the following documents from all adult members of the family and verify information as noted & applicable:**

1. Last 3 months pay stubs.
  - a. Check to see if pay is twice a month (24 pay periods) or every other week (26 pay periods).
  - b. If family has no employment income or pay stubs, collect applicable documents from list below that verifies source of income.
2. Last 3 current bank statements (Checking and Savings) or assets verified by financial institution.
  - a. These 3 documents should show a pattern of deposits.
  - b. If there are deposits that don't coincide with payroll or other stated income, verify source of deposits.
3. Previous year federal tax return with all schedules.
  - a. Compare pay stubs with tax return for discrepancies.
  - b. Shows income, but also shows what other significant assets they have.
    - i. If there are dividends or interest in large amounts, yet they have not provided you with bank statements, those need to be provided.
    - ii. Alimony, other support, etc. will/might show up on the tax return.
4. All W2 forms from previous year
  - a. Compare to tax return
5. All 1099 forms from previous year
  - a. Compare to tax return
6. 401 K accounts are not counted as an asset, unless the money is being drawn upon as income.

**The City of San Mateo uses the annually updated 80% (Low) Area Median Incomes (AMI) as published by the California Department of Housing and Community Development for the [“Official State Income Limits”](#) that includes San Mateo County.**

### **THE BELOW DOCUMENTS ARE ONLY REQUIRED IF APPLICABLE.**

- Work verification form to be completed by employer (if needed)
- Documentation of SSI or Social Security Income, if applicable
- Documentation of retirement or trust fund income, if applicable
- Documentation of Child Support/Alimony, if applicable
- Documentation of Education Status, if a full-time student and over 18 years of age, if applicable
- Documentation of Unemployment Insurance income, if applicable
- Any other income or asset account documentation