



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