Instructions: How To Search and Verify Income Levels for Section 3 Verification

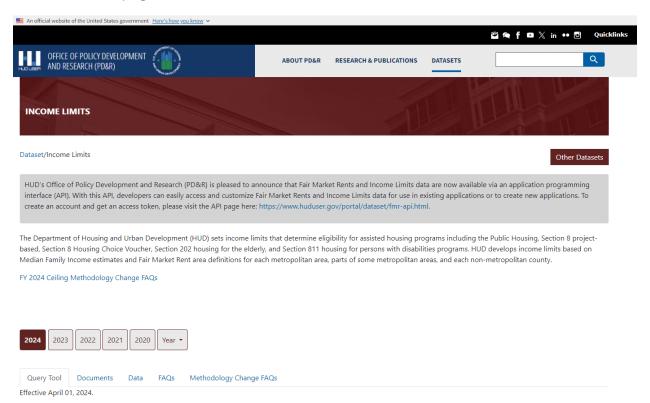
Per Section 3 you are required to report if you have any qualifying employees to be claimed as either a Section 3 Worker, Targeted Section 3 Worker, or neither.

One option for qualification of Section 3 Worker Status to be a Section 3 worker would be to determine an individual income limit for the <u>county that the employee lives in.</u>

To figure out the income levels for a county you will be using the following website to locate this information:

https://link.edgepilot.com/s/493ec413/nEci3lHsek ofc3DPNXQjA?u=https://www.huduser.gov/portal/datasets/il.html

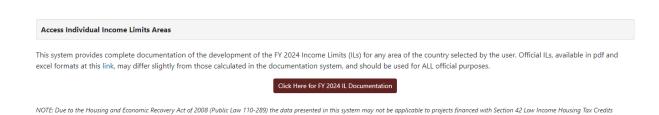
This is what the page will look like:



You will use the years listed above on the HUD page to locate/search for the Income Levels of the years you need to verify.

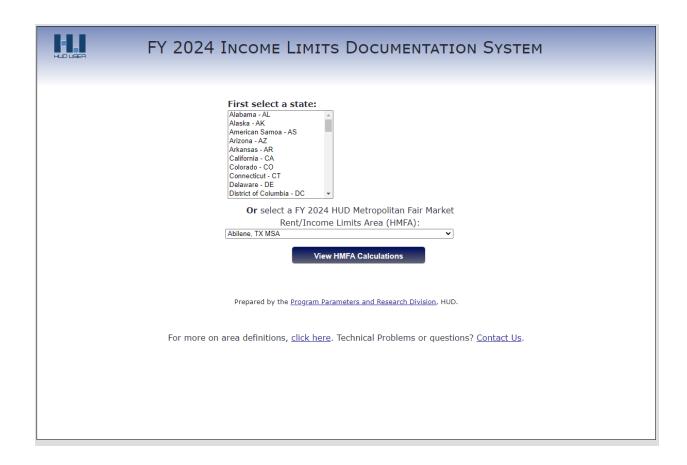
Please select a year, for this example I will be using 2024.

Next you will scroll down to view this portion on the website, please select the Click Here for FY 2024 IL Documentation

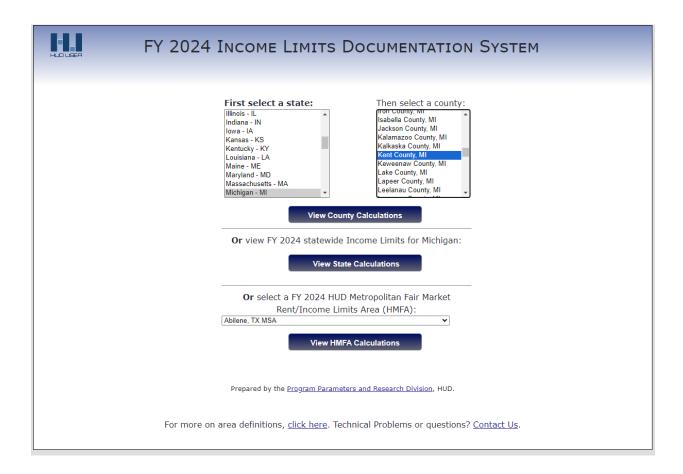


(LIHTC) or section 142 tax exempt private equity bonds. These projects should use the Multifamily Tax Subsidy Project Income Limits available at Multifamily Tax Subsidy Project Income Limits

After selecting that option, you will see this page:

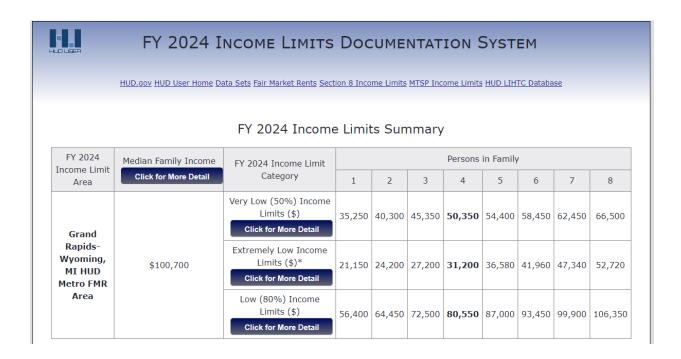


Please select <u>Michigan</u>, and then for this <u>example</u> I will also be using Kent County for my selection.



This will appear and you will select <u>VIEW COUNTY CALCULATIONS</u>. **You will select the County of the worker's home address.**

Please see below the FY 2024 Income Limits Summary for Kent County for our **Example**.



This final image (shown above) will be what you are basing the Income Limits on for your Employees.

From the image above for the year 2024, in Kent County the individual will need to make less than \$56,400 to qualify as a Low-Income Worker.

If their annualized income is less than \$56,400 they are Section 3 Workers and will be for the next 5 years from the time of verification. Their hours must be included in the Total Hours and Section 3 Hours on projects that require Section 3 Reporting.

Please be aware of the following:

- This is based off the individual's income limits and the Low (80%) Income Limits section and the county that individual resides in at the time of verification.
- For the Persons in Family section, you will only follow the 1 column to confirm the income limits set.
- You can annualize your employee's income limits for the current year, anything before 2024 you will need to verify using an employees W2.
- Keep accurate records and keep them in a secure area as you should keep the W2/ verification information you used with the Certification Form.
- Once you have completed and verified your Employee, their <u>status as a Section 3</u>
 Worker will be valid for 5 years.

- You can go back as far as November 30, 2020, to verify an employee if they have worked for you since then, qualified before, and are still employed. **They do not have to be a new hire.**
- Prior years are still certifiable even if the worker currently makes more than the current year data.
- To go back and certify someone in your company from a previous year/timeframe they must still be employed with your company.
- Summer interns or temporary workers do qualify however all hours must be recorded and verified during there employment. No revisions for people who are no longer with your company or after their temporary employment has ended.

If you would like us to walk you through your first worker check, please call me and we can do it together. Verifying and locating the income limits should take less than 5 minutes!