Clear Form

MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

EMERGENCY SOLUTIONS GRANT (ESG)

# Verification of Income

| Participant Information |
|---|
| Participant Name and HMIS #: |
| ☐ Intake/Screening Certification ☐ Recertification |

**Instructions:** Income must be verified for all household members age 18 or older. This form must be completed by ESG program staff for each household member age 18 or older and kept in each program participant's file. ESG program staff must record all attempts (phone logs, email correspondence, copies of certified letters, etc.) to obtain required verifications in the order specified below and document income eligibility within the ESG Income Eligibility Worksheet.

Note: ALL household members age 18 or older with zero income must complete Step 5.

| Step 1. Third-Party Source |
|---|
| Were income verification documents provided by the participant?<br>☐ Yes – Complete ESG Income Eligibility Worksheet<br>☐ No – Proceed to Step 2. Third-Party Written |

| Step 2. Third-Party Written |
|---|
| Send ESG Third Party Verification of Income to Income Source(s) and retain a copy in the participant file.<br>Date form(s) were sent:<br>☐ Documents received within 10 business days – Complete ESG Income Eligibility Worksheet<br>☐ Documents not received within 10 business days – Proceed to Step 3. Third-Party Oral |

| Step 3. Third-Party Oral |
|---|
| Program staff contacts Third-Party Income Source(s) identified by the household.<br><br>Record date, source(s) contacted and income information or reason(s) for not obtaining information.<br><br>If sufficient income information is provided, complete ESG Income Eligibility Worksheet; otherwise, proceed to Step 4. Self-Certification.<br>☐ I certify that, to the best of my knowledge and belief, all the information presented and attached to this form is true, accurate, and complete. |
| Staff Signature and Date: |
| Staff Name: |

**Step 4. Self-Certification of Income**

ONLY use if Third-Party Verification of Income cannot be obtained and Steps 1, 2 and 3 above have been documented.

☐ I certify, under penalty of perjury, that I currently receive the following income:

| | | |
|---|---|---|
| Source: | Amount: $ | Frequency: |
| Source: | Amount: $ | Frequency: |
| Source: | Amount: $ | Frequency: |

Participant Signature and Date:

| Step 5. Self-Certification of Zero Income |
|---|
| ☐ I certify, under penalty of perjury, that I do not have income from any source at this time. |
| Participant Signature and Date: |

| Agency/Staff Certification |
|---|
| I understand that third-party verification is the preferred method of certifying income for ESG assistance. I understand self-certification is only permitted when I have attempted to but cannot obtain third-party verification. |
| Staff Signature and Date: |
| Staff Name: |

*The Michigan State Housing Development Authority is committed to providing meaningful access. For reasonable accommodations, modifications, translation, interpretation, or other services, please contact 517-241-0809 or email MSHDA-HS@michigan.gov.*