



Required Documentation for City of Irving Public Service Programs

Type of Income	Documentation
Wages and salaries including base and overtime rates, bonuses, and incentive payments (specifying amount and period of time covered by employment)	<ul style="list-style-type: none"> • Pay stubs (1 month, if not available, need 3rd party verification from employer), or • Earning statements, or • Signed and dated letter from employer, or • Documented contact by case worker with the employer by phone or in person (use employer verification form)
Tips/gratuities and self-employment	<ul style="list-style-type: none"> • Notarized statement of the Applicant, and • Income tax return (Form 1040) – required for self employed
Income maintenance: TANF, Welfare benefits, Social Security benefits, Unemployment benefits, Workers compensation benefits	<ul style="list-style-type: none"> • Copy of check issued by agency, or • Copy of award letter signed by agency, or • Signed and dated verification from the agency, or • Copy from website
Child support payments <i>(Counted as income for custodial parent, but not eligible for exclusion on adjusted gross income for non-custodian parent)</i>	<ul style="list-style-type: none"> • Payment history from the Attorney General, or • Written statement from client where safety precludes request for child support, or • Written statement by paying parent (if applicable, include copy of cancelled/uncashed check)
Interest/dividends	<ul style="list-style-type: none"> • Passbook showing interest received • Income tax return (Form 1040) • Dividend statement from bond holder or stock company • Signed and dated letter from institution • Documented contact by case worker with the institution by phone or in person
Assets	<ul style="list-style-type: none"> • Full checking account statements (1 month), and • Statements from savings accounts (1 month), or • Letters completed by bank showing closed accounts, or • Real estate tax assessment or appraisal of real property, and • Statement signed by Applicant specifying assets
Type of Income	Documentation
No Income	<ul style="list-style-type: none"> • Third party written verification or documented contact by case worker of loss of income (e.g., letter from employer regarding recent loss of job), or • Documentation of efforts to seek employment or mainstream benefits, or • Signed Self-certification Form