

**COMMUNITY DEVELOPMENT PROGRAM  
2017/2018 CLIENT INTAKE FORM**

<b>Name of Parent:</b>	
<b>Address:</b>	
<b>City/State/Zip</b>	
<b>Home Number:</b>	
<b>Cell Number:</b>	

**NUMBER OF PERSONS IN HOUSEHOLD:**

<b>16 and under</b>	<b>17 to 21</b>	<b>21 to 61</b>	<b>62 or Over</b>

**FEMALE HEAD OF HOUSEHOLD:**       YES       NO

**PLEASE SELECT THE CATEGORY THAT BEST DESCRIBES YOUR RACE/ETHNICITY:**

<input type="checkbox"/> White	<input type="checkbox"/> Asian American	<input type="checkbox"/> American Indian/ Alaska Native & White
<input type="checkbox"/> Black/African	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> American Indian/ Alaskan Native & Black/African American
<input type="checkbox"/> Black/African American & White	<input type="checkbox"/> Asian White	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander
<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/ Alaska Native	<input type="checkbox"/> Other multi-racial

**TOTAL HOUSEHOLD INCOME:**      \$ \_\_\_\_\_

**INCOME CATEGORY:**       Low/Moderate       Very Low       Extremely Low

**TYPE OF INCOME VERIFICATION TO BE MAINTAINED ON FILE:**    Copy of Benefits Card/Income Tax Return

**Income verification may include a review of household income records including any of the following:**

Section 8 Statement	Federal W2 Form	Unemployment Insurance Benefit Statement	Federal Income Tax - FEDERAL FORM FILED
SSI/SSA/SSD Statement	Federal W4 Form	<b>** Statement of Income (SEE BELOW)</b>	

**\*\* Statement of Income from employers is NOT sufficient unless accompanied by payroll statement.**

**Please note:** Agency must maintain Income Verification documentation in client file along with Client Intake Form and Submit copy with claim vouchers.

Client intake forms are on file at the following location: White Plains Youth Bureau

# Income Verification & Certification

- 1) You are required to attach a copy of your **Federal Income Tax Form 1040/Year 2016**
- 2) If you did not file an income tax form in the previous year, you must attach **W2 forms from all current employers of all employed household members.**
- 3) **Income Verification and Certification** - This is to verify that your annual household income (last year) is less than: **PLEASE CIRCLE THE APPROPRIATE INCOME**

### Family Income

Income Limits	1	2	3	4	5	6
80%	\$60,400	\$69,000	\$77,650	\$86,250	\$93,150	\$100,050
60%	\$45,300	\$51,780	\$58,260	\$64,680	\$69,900	\$75,060
50%	\$37,750	\$43,150	\$48,550	\$53,900	\$58,250	\$62,550

The total number of persons residing in my household is \_\_\_\_\_.

Parent/Guardian signature \_\_\_\_\_ Print name \_\_\_\_\_

Income verified by \_\_\_\_\_ Date \_\_\_\_\_