

PARTICIPANT DOCUMENTATION REVIEW FORM

Date: ____/____/____

Applicant Name: _____

Reviewer's Name: _____

Documentation Review

The following have been photocopied:

- Driver's License or ID
 Prior Year Tax Return
 Social Security Card
 Most recent Payroll Check Stub
 Prior Year W-2 Form(s)
 1099 Form (if self-employed)

Applicant's Social Security Number is the same on:

- Driver's License (if applicable)
 Social Security Card
 Prior Year Tax Return
 Prior Year W-2 Form(s)
 Most recent Payroll Check Stub
 1099 Form (if self-employed)

Application Review

Application reviewed for accuracy Yes No

Did applicant file taxes? Yes No

If no, reason _____

Did any adult (age 18 and over) household members file taxes separately in the prior year? Yes No

If yes, include this income figure in "Household Income Calculation." Also, you must make a copy of this person's Prior Year U.S. Tax Return and W-2 forms.

Household Income Calculation

Number of household members in prior year _____

Do applicant's W-2's add up to the "adjusted gross income" listed in their tax return? Yes No ? N/A

If no, why? *Example: IRA deduction, etc.* _____

Prior Year adjusted gross income for **all** household members that filed taxes in 12 months prior to application \$ _____

Figure above derived from Line 4 on 1040EZ or Line 18 on 1040A or Line 33 on 1040. Include all prior year adult household members that filed taxes separately from applicant.

Was Applicant's total household income *within 200% of federal poverty guidelines?* Yes No

| <u>Status of Applicant</u> | |
|--|-------------------------------------|
| For Program: | For TANF Fund Use: |
| <input type="checkbox"/> Eligible | <input type="checkbox"/> Eligible |
| <input type="checkbox"/> Ineligible | <input type="checkbox"/> Ineligible |
| Orientation Scheduled: ____/____/____ | |
| Reason: _____ | |
| <input type="checkbox"/> Withdrew Application | |
| <input type="checkbox"/> Waiting for documentation | |
| Document | Date Received |
| _____ | _____ |
| _____ | _____ |

Notes

Intended Use (check one only): Home Purchase Education Business

Instructions: Complete when you receive documents provided by the applicant to determine eligibility in the program and eligibility for use of TANF vs. non-TANF Funds.