



VERIFY INCOME

Some families may be categorically eligible for a publicly funded seat if the family experiences housing instability, receives SNAP benefits, and/or child lives in foster care. Families that are categorically eligible do not need to submit proof of income. Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) must verify status with [NOLA-PS](#). Families applying for a tuition-based early childhood seat do not need to submit proof of income.

Children with disabilities and children whose home language is not English may be eligible to receive services but must still qualify to participate in publicly funded programs. These children may be able to be served through other funding sources such as Title I, 8(g), and IDEA.

Not categorically eligible, submit the following:

- Two most current, consecutive pay statements for ALL parent(s) and other adult(s) living in the household, including Social Security Income benefits, if applicable, accompanied by all other applicable income documentation Or
- A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current pay statements Or
- Official employer letter stating place of employment, hourly rate of pay & average number of hours worked per week Or
- Unemployment Benefits – must submit a Monetary Determination letter from the Workforce Commission Or
- Statements of No Income form, if claiming zero income Or
- Declaration of irregular Employment, if intermittently or self-employed with no other proof of income to provide
- **Statement of No Income and Declaration of Irregular Income information is now available in the application in multiple languages.*

Used to Verify

- Total household gross income based on hourly rate of pay

What are pay statements?

A pay statement is a summary of your earnings for a specific date, usually the day you were paid. It includes your income, pay schedule, after-tax net pay, and information about your employer.

How do I get my pay statements?

If you do not have pay statements, you can get your pay statements from your employer. Simply ask your manager or Human Resources department for a copy of your pay statements.

Example #1 of Pay Statements

ABC Company
1234 Main Street
San Francisco, CA 94102

Pay Stub Detail
PAY DATE: 07/01/2021
NET PAY: \$3,371.84

John Doe
2000 14th Street
San Francisco, CA 94102

EMPLOYER
ABC Company
1234 Main Street
San Francisco, CA 94102

(415) 555-5555

PAY PERIOD
Period Beginning 06/16/2021
Period End 06/30/2021
Pay Date 07/01/2021

EMPLOYEE
John Doe
2000 14th Street
San Francisco, CA 94102

SS: ... 1234

NET PAY: **\$3,371.84**

MEMO:

<u>PAY</u>	<u>Hours</u>	<u>Rate</u>	<u>Current</u>	<u>YTD</u>
SALARY			\$5,000.00	\$65,000.00

<u>DEDUCTIONS</u>	<u>Current</u>	<u>YTD</u>
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<u>TAXES</u>	<u>Current</u>	<u>YTD</u>
Federal Tax	\$825.38	\$10,729.94
FICA - Medicare	\$72.50	\$942.50
FICA - Social Security	\$310.00	\$4,030.00
CA State Tax	\$360.28	\$4,683.64
CA SDI	\$60.00	\$780.00

<u>SUMMARY</u>	<u>Current</u>	<u>YTD</u>
Total Pay	\$5,000.00	\$65,000.00
Taxes	\$1,628.16	\$21,166.08
Deductions	\$0.00	\$0.00

Net Pay **\$3,371.84**

Example #2 of Pay Statements

STATEMENT OF EARNINGS AND DEDUCTIONS

ABC Company
1234 Main Street
San Francisco, CA 94102
(415) 555-5555

Employee Information

Employee Name: John Doe
Employee Social: XXX-XX-1234
Employee ID:
Employee Address: 2000 14th Street
San Francisco, CA 94102

Pay Schedule

Pay Schedule: Semi-Monthly
Period Beg: 06/16/2021
Period End: 06/30/2021
Pay Date: 07/01/2021

Earnings and Deductions

EARNINGS	HOURS	RATE	CURRENT AMOUNT	WITHHOLDINGS/ DEDUCTIONS	CURRENT AMOUNT	YTD AMOUNT
SALARY			\$5,000.00	Federal Tax	\$25.36	\$10,727.74
				FICA - Medicare	\$72.50	\$942.50
				FICA - Social Security	\$310.00	\$4,030.00
				CA State Tax	\$360.26	\$4,683.64
				CA SSI	\$60.00	\$780.00

Summary

	CURRENT AMOUNT	YTD AMOUNT
Gross Income:	\$5,000.00	\$65,000.00
Total Deductions:	\$1,628.16	\$21,166.08
Net Income:	\$3,371.84	\$43,833.92

Example #3 of Pay Statements

Payment Statement

Payment Date: September 29, 2006

Period: 9 (01-Sep-2006 - 30-Sep-2006)

Reference #: 13664

	Current	YTD
Gross:	3,970.67	35,277.59
Deductions:	2,216.36	9,840.63
Net:	1,754.31	25,436.96

Wolf, Eric
3756 Weston Dr.

Deposit	Bank	Transit	Account	Amount
	004	91520	09433111953	1,754.31

Hedley BC
V3T 3G7

Earnings				
Code	Hours	HoursYTD	Dollars	DollarsYTD
Medical Services P			54.00	486.00
Regular	144.00	1,440.00	3,374.36	31,991.86
Retro Pay				114.58
Vacation Taken	16.00	80.00	361.54	1,802.42
Sick Time Taken		32.00		701.96
Vacation - Sick	8.00	8.00	180.77	180.77
	168.00	1,560.00	3,970.67	35,277.59

Deductions		
Code	Dollars	DollarsYTD
EI	74.25	659.69
MED	41.50	367.28
DENTAL	40.46	365.43
LTD	21.55	193.19
LIFE	9.94	87.37
DLIFE	0.82	7.38
TAX	745.73	6,495.83
CPP	182.11	1,616.31
Mid Month	1,100.00	9,900.00
MM Adv.	0.00	-9,900.00
COSTCO	0.00	48.15
	2,216.36	9,840.63

Banks	
Description	Balance in Hours
Vacation Bank	30.03
Paid Time Off	-0.70

Employer Contributions		
Code	Dollars	DollarsYTD
*EI	104.03	924.27
*MED	57.30	507.13
*DENTAL	60.69	548.15
*AD&D	3.55	31.45
*CPP	182.11	1,616.31
*WCB-BC	2.78	11.20
	410.46	3,638.51