

Anaconda Deer Lodge County Head Start

Zero Income Statement

1. To verify eligibility based on income, program staff must use tax forms, pay stubs or other proof of income to determine the family income for the relevant time period.
 - a. If the family cannot provide tax forms, pay stubs or other proof of income for the relevant time period, program staff may accept written statement from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.
 - b. If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

The Family of _____ stated that their income is **\$0.00**.

The Head Start staff listed below has made every attempt to verify income by requesting information in accordance with standards listed above, the family of _____

Declares based on the reasons given below that their income is **\$0.00**.

Reason given:

Head Start Employee: _____ Date: _____

Family Member: _____ Date: _____