

ATTACHMENT A: Income Requirements and Documentation Instructions

Reporting Income Levels:

Agencies must gather income data for each client served. Income data may be in the form of paychecks/stubs or other certification of income from work or benefits, or self-certification of income level. This method is preferred over presumed categories as it gives more accurate information about beneficiaries served at various levels, especially at the poverty level.

Unless your program has documentation that would support reporting a client under another category, use the following categories to report on clients served in particular “Presumed Benefit Categories”:

- Abused Children – 30% of Area Median Income (AMI);
- Battered Spouses – 50% of AMI;
- Severely disabled adults – 50% of AMI;
- Homeless – 30% of AMI;
- Illiterate Adults – 50% of AMI;
- Persons with AIDS – 50% of AMI;
- Migrant farm workers – 50% of AMI;
- Elderly (62 years of age or older):
 - Center-based senior services – 80% of AMI;
 - Other senior services – 50% of AMI.

Keep files documenting the income of the clients you report as having served. Programs serving children must collect income verification from the adult responsible for the child.

Nature/Location: If the clientele you serve would be presumed to have low or moderate incomes by virtue of the nature of the activity and the place it is carried out, for example, services for school children who all qualify for free or reduced lunch, report all beneficiaries as moderate income unless information is available that would support reporting such beneficiaries under another income category(ies). If an agency opts to use this method for reporting data, a detailed explanation is required.

Disabled: Persons with a condition(s) which substantially limits one or more activities of daily living, or a person having documentation of a disability or a person regarded as having such impairment.

Homeless: Use the following (HUD) definition to determine whether the client is homeless:
Living on or in:

- 1) the streets or other place not fit for human habitation (i.e. park, car, homeless encampment, abandoned building),
- 2) emergency shelter (includes hotel or motel paid for with an emergency shelter voucher),
- 3) transitional housing, and prior to that was homeless and living on the streets or in an emergency shelter, and upon leaving transitional housing has no resources to obtain permanent housing, or
- 4) living less than 30 days in a jail or institution, and prior to that had been staying in one of the three categories listed above.

Chronically Homeless: The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition, living on the streets or in a shelter who has either:

- 1) been continuously homeless for a year or more, or
- 2) has had at least four episodes of homelessness in the past three years.

FY2024	Household Size					
Income Level	1	2	3	4	5	6
Poverty	\$15,550	\$17,750	\$20,000	\$22,200	\$24,000	\$25,750
Extremely Low (to 30% AMI)	\$31,050	\$35,500	\$39,950	\$44,350	\$47,900	\$51,450
Very Low (31-50% AMI)	\$51,800	\$59,200	\$66,600	\$73,950	\$79,900	\$85,800
Low (51-80% AMI)	\$78,550	\$89,750	\$100,950	\$112,150	\$121,150	\$130,100

Source: HUD User FY 2023 Income Limits Documentation System:
<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>
 Department of Health & Human Services (HHS) 2023 Federal Poverty Level Chart:
<https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>