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**Subject: Proof of Income**

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Effective Date: December 1, 2014

Revised from: December 1, 2013

**Policy:** Clients must present proof of current income for all members of the economic unit when income eligibility is determined at certification. Documentation of income may be provided electronically or in paper form. (Refer to policy [CRT: 06.02.01](#))

Local Agency (LA) staff must select type of income in the KWIC system or provide a note regarding income if necessary.

**Reference: CFR §246.7**

**Procedure:**

1. Obtain proof of income

a. Proof of income includes:

- Medicaid card (refer to policy [CRT 06.01.01](#) for various options to obtain information)
- Title XIX
  - (Title XXI – refer to policy [CRT 06.01.01](#))
- Kansas Food Assistance Program “Notice of Eligibility”
- TANF printout with case number
- Current pay stub noting the pay period the income was earned
- Signed statement from employer indicating gross earnings for a specified pay period
- Most recent month Leave and Earnings Statement (LES) for military personnel
- W-2 form or income tax return for the most recent calendar year (self employed or farmer only – use net income, but for everyone else use gross income). Military must use LES.
- Unemployment letter/notice from the Kansas Department of Labor Office approving or denying unemployment compensation:
  1. Each new recipient of unemployment benefits should receive a letter of benefits.
  2. If recipient provides a debit card as proof, the recipient could access one of the two following websites to obtain their Kansas Unemployment Benefits information.

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- a. <https://www.getkansasbenefits.com/weekly/ccloginreg.asp> and print out a report of the recipients last 3 payments. In order for the recipient to access this website they would have had to establish an account with a PIN, or
  - b. the recipient can go to the Citibank website [www.prepaid.citi.com/kansas](http://www.prepaid.citi.com/kansas) . In order for the recipient to access this website they would have had to establish an account with a PIN.
3. If recipient provides a debit card as proof, the recipient can call the toll free number (1-800-292-6333) and a customer service person can confirm the recipients benefit amount. The recipient will be the only person that can be given this information by phone. There may be a wait when the recipient calls to access dollar amount of benefits.
  4. If recipient uses direct deposit, the recipient can print the information from their own bank's website, verifying the deposits have been made.
- Termination/Layoff notice from previous employer
  - Pay stub/letter from Social Security stating amount of earnings
  - Statement from Kansas Department for Children and Families (DCF) to parents or foster parents showing amount of child support
  - Income documentation submitted by a foreign student to the Immigration and Naturalization Service used to obtain the Student Visa. May also accept information provided by the Financial Aid Office from the college or university
  - Statement of Disability Income
- b. Document income proof in appropriate location in the KWIC system
2. If proof of income is not provided at the certification appointment, assess what the client states as income, if eligible, issue 1 month of checks and give letter to return with required proof.

Refer to [CRT 03.00.00 Certification Visit](#) (procedure item #7) for information if proof exists but is not brought to the appointment versus if no proof exists.

- a. LA staff must check the "Proof Pending" check box in KWIC.
- b. Clients must sign the electronic signature pad when the "Income Proof Pending" statement appears.
- c. Required proofs must be presented within 30 days of the certification date as to when proofs were missing.

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- d. If the applicant or client fails to provide the required income proofs within the 30 day time limit, the applicant or client will be terminated from the program.
    - Not required to provide the 15 day advance notice of termination.
  - e. Under no circumstances can a second subsequent 30-day certification period be used if the applicant or client fails to provide the required documentation of income.
  - f. If the client brings income proofs 30 days after the certification date, the whole certification process must start over.
3. If documentation of income for a migrant or homeless family is not available, or no documentation exists, applicant must sign a statement specifying why they cannot provide documentation of income.