



Supplementary 2016 Client Intake Form For HUD National Objective:

The information you provide on this form will remain confidential but will be used to ensure compliance with the U.S. Department of Housing and Urban Development Community Development Block Grant requirements.

Step 1. Please circle the number below that applies to your family size. In this case, family means all persons living in the same household who are related by birth, marriage or adoption.

FAMILY SIZE

1	2	3	4	5	6	7	8
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ANNUAL FAMILY INCOME – 2016 (updated June, 2016) – 2016 Median Family Income = \$90,300

Step 2. In the column directly below your annual family size, circle your family income range.

Very Low Income	\$0-\$19,000	\$0-\$21,700	\$0-\$24,400	\$0-\$27,100	\$0-\$29,300	\$0-\$31,450	\$0-\$33,650	\$0-\$35,800
Low Income	\$19,001-\$31,650	\$21,701-\$36,150	\$24,001-\$40,650	\$27,101-\$45,150	\$29,301-\$48,800	\$31,451-\$52,400	\$33,651-\$56,000	\$35,801-\$59,600
Low to Moderate Income	\$31,651-\$48,550	\$36,151-\$55,450	\$40,651-\$62,400	\$45,151-\$69,300	\$48,801-\$74,850	\$52,401-\$80,400	\$56,001-\$85,950	\$59,601-\$91,500
Not Eligible	> \$48,550	> \$55,450	> \$62,400	> \$69,300	> \$74,850	> \$80,400	> \$85,950	> \$91,500

CERTIFICATION

Step 3. I understand this information may be monitored and I may be asked to provide verification of my family income. With my signature, I am certifying that the above information is correct, to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____ Home Address: _____

Step 4. Please check all that apply: Male Female: Head of Household: Hispanic

Please check one box below:

- White
- American Indian/Alaskan Native
- Asian
- Native Hawaiian/Other Pacific Islander
- Black/African American
- Amer. Indian/Alaska Native & Black African American
- Amer. Indian/Alaska Native & White
- Asian and White
- Black/African American & White
- Other multi-racial

Four Step Process:

Income:

Definition:

The definition of income includes all sources of income required to be reported on Internal Revenue Service Form 1040 annual Tax Return.

*Income guidelines may be adjusted periodically by HUD. The Housing and Community Development will provide the Agency updated income guidelines as they become available.

Step 1: Find your family size in the first line and circle the number.

Step 2: In the column directly below your annual family size, circle your family income.

Step 3: Print your name, and then sign it. Indicate the date you completed this form. The Agency will attach this form to its Client Intake Form for eligibility documentation required by the U.S. Department of Housing and Urban Development.

Step 4: This can be completed by the client or the Agency Staff upon observation.

Confidentiality

All information obtained on this form is treated with the utmost confidentiality and is kept in a secure and locked space by the Agency providing the services. It is made available for review only to the funding agency representatives to verify that only eligible clients are being served with the federally awarded funds.