

## **DECLARATION of INCOME STATEMENT (DIS) GUIDANCE**

**For CA Programs, all Subrecipients shall base annualized eligibility determinations on the following criteria:**

- Household income must be collected from the 30 day period prior to the date of application for assistance.
- Documentation of income must be collected from all sources for all household members, age 18 and older, for the entire 30 day period prior to the date of application.
- To annualize income, take income for all income sources that must be included and calculate based on guidance in Texas Administrative Code, Title 10, Part 1, Chapter 6, Subchapter A, Rule §6.4.
- If proof of income is **unobtainable**, the applicant must complete and sign a Declaration of Income Statement (DIS).
- The DIS must also be used for households needing to declare that they have **zero income**.

**In order to use the DIS form, each Subrecipient must develop and implement a written policy and procedure on the use of the DIS form.** Refer to 10 TAC §6.4. The Department will review the written policy and its use during on-site monitoring visits. In developing the policy and procedure, subrecipients should give consideration to limiting the use of the DIS form to cases where there are serious extenuating circumstances that justify the use of the form. Such circumstances may include:

- crisis situations such as when an applicant is affected by a natural disaster which prevents the applicant from obtaining income documentation;
- applicants that flee a home due to physical abuse;
- applicants who are unable to locate income documentation of a recently deceased spouse, or whose work is migratory or seasonal in nature.

The Subrecipient must document agency and client efforts to obtain documentation before the decision to use the DIS is taken. The posted DIS form includes a description of why no income documentation is available, and also includes a requirement to list the gross amount of income earned during the 30 day period prior to the date of application **for each member of the household 18 years and older**. The form must be signed by the applicant.

### **INQUIRIES**

Questions or inquiries on this issue shall be directed to the Community Affairs Division.