DECLARATION of INCOME STATEMENT (DIS) GUIDANCE

For ESG, HHSP and EH Fund Activities, 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 applicable household members for the entire 30 day period prior to the date of application.
- For ESG, income determination should be done in accordance with HUD Handbook 4350 Chapter 5, which provides requirements and methodology for calculation of income under 24 CFR §5.609.
- For HHSP, the Subrecipient shall establish income limits that do not exceed the moderate income level pursuant to Tex. Gov't Code §2306.152 in its written policies and procedures, and may adopt the income limit calculation method and procedures in HUD Handbook 4350 to satisfy this requirement.
- If proof of income is **unobtainable**, the applicant must complete and sign a Declaration of Income Statement (DIS). The DIS is a TDHCA-approved form used only when it is not possible for a Subrecipient to obtain third-party or firsthand verification of income, per 24 CFR §576.500(e)(4).

For households needing to declare that they have **zero income**, the Certification of Zero Income will need to be used.

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. 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.

With the exception of serious extenuating circumstances, the Subrecipient must document agency and Program Participant efforts to obtain documentation before deciding to use the DIS. 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.

Income Determination and Recertification/Re-evaluation by Program Activity

- ESG Emergency Shelter and Street Outreach
    - No income determination required
- ESG Homelessness Prevention
    - Initial income determination required and must be re-evaluated not less than once every 3 months
- ESG Rapid Re-Housing Assistance
    - Annual re-evaluations only, not required at initial evaluation

- HHSP Case Management, Essential Services and Emergency Shelter for Homeless Households
    - No income determination required
- HHSP Homelessness Assistance for Homeless Households
    - Annual recertification only, not required at initial evaluation
- All HHSP Activities for Households At-Risk of Homelessness
    - Initial income determination and annual recertification.

INQUIRIES

Questions or inquiries can be directed to esg@tdhca.state.tx.us or hhsp@tdhca.state.tx.us.

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