

## PARTICIPANT DOCUMENTATION REVIEW FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Name: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

### Documentation Review

**The following have been photocopied:**

- Driver's License or ID  
 Prior Year Tax Return  
 Social Security Card  
 Most recent Payroll Check Stub  
 Prior Year W-2 Form(s)  
 1099 Form (if self-employed)

**Applicant's Social Security Number is the same on:**

- Driver's License (if applicable)  
 Social Security Card  
 Prior Year Tax Return  
 Prior Year W-2 Form(s)  
 Most recent Payroll Check Stub  
 1099 Form (if self-employed)

### Application Review

Application reviewed for accuracy  Yes  No

Did applicant file taxes?  Yes  No

If no, reason \_\_\_\_\_

Did any adult (age 18 and over) household members file taxes separately in the prior year?  Yes  No

*If yes, include this income figure in "Household Income Calculation." Also, you must make a copy of this person's Prior Year U.S. Tax Return and W-2 forms.*

### Household Income Calculation

Number of household members in prior year \_\_\_\_\_

Do applicant's W-2's add up to the "adjusted gross income" listed in their tax return?  Yes  No ?  N/A

If no, why? *Example: IRA deduction, etc.* \_\_\_\_\_

Prior Year adjusted gross income for **all** household members that filed taxes in 12 months prior to application \$ \_\_\_\_\_

*Figure above derived from Line 4 on 1040EZ or Line 18 on 1040A or Line 33 on 1040. Include all prior year adult household members that filed taxes separately from applicant.*

Was Applicant's total household income *within 200% of federal poverty guidelines*?  Yes  No

<u>Status of Applicant</u>	
<b>For Program:</b> <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<b>For TANF Fund Use:</b> <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
Orientation Scheduled: ____/____/____	
Reason: _____	
<input type="checkbox"/> Withdrew Application <input type="checkbox"/> Waiting for documentation	
<b>Document</b>	<b>Date Received</b>
_____	_____
_____	_____

### Notes

Intended Use (check one only):  Home Purchase  Education  Business

**Instructions:** Complete when you receive documents provided by the applicant to determine eligibility in the program and eligibility for use of TANF vs. non-TANF Funds.