



Statement of No Documentation of Income

Child's Name: _____

D.O.B: _____

Purpose: To be used when a family **does not have documentation of income**

Section 3 (A.2) Families must submit sufficient income documentation **at the time** of the application process in order for the Contracting Agency to verify the child's eligibility. Income calculated must be based on documentation that accurately reflects the family's yearly earnings for the applicable year or their **current** situation at the time of application.

Guidance: Questions to consider as it relates to your family's income situation:

Can you get a written statement from your employer?

If so, make sure the statement:

- Reflects the most recent pay periods
- Includes the amount **and** frequency of pay (*including overtime*)
- Is signed by the employer
- Is documented on letterhead (*if available*)

Did you have any receipts?

- If so, use receipts you have and calculate it for the correlating months and document it.

Are you self-employed?

- If so, did you file taxes? If yes, attach your 1099. If no, record how much is earned per month.

Do you pay other employees?

- If so, attach your 1099 or receipts of income prior to paying expenses (including employee pay). You may have documentation of revenue and expenses.

Complete the following section if your family meets one of the following criteria:

- Your family has *no documentation due to homelessness*
- Your family is *self-employed/contractually employed* and *financial records have either been lost/destroyed or not kept.*
- Your family is unable to produce *sufficient income documentation.*

Estimated Income (please estimate income earned from the preceding 12 months)

Amount	Month	Year	Source
\$	Jan	20__	
\$	Feb	20__	
\$	Mar	20__	
\$	Apr	20__	
\$	May	20__	
\$	June	20__	

Amount	Month	Year	Source
\$	July	20__	
\$	Aug	20__	
\$	Sep	20__	
\$	Oct	20__	
\$	Nov	20__	
\$	Dec	20__	

Total Estimated Annual Income: _____

Reason: Why is your family reporting that there is **NO DOCUMENTATION OF INCOME?**

Parent(s)/Guardian(s) Signature(s)

Date

Signature certifies that the information provided is true. Providing false information may impact a child's NC Pre-K eligibility or enrollment.

Staff Signature

Date

Signature serves as proof of verification to determine eligibility based on the information provided by the parent/guardian during the date of application.

