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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New Image KC Logo stacked Supplementary 2020 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**  **ANNUAL FAMILY INCOME – (updated June 17, 2020) – 2020 Median Family Income = $108,600**  Step 2. In the column directly below your annual family size, circle your family income range.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | Very Low Income | $0-$25,100 | $0-$28,650 | $0-$32,250 | $0-$35,800 | $0-$38,700 | $0-$41,550 | $0-$44,400 | $0-$47,300 | | Low Income | $25,101- $41,800 | $28,651  $47,800 | $32,251-$53,750 | $35,801-$59,700 | $38,701-$64,500 | $41,551-$69,300 | $44,401-$74,050 | $47,301-$78,850 | | Low to Moderate Income | $66,000- $61,700 | $47,801-$76,200 | $53,751-$85,750 | $59,701-$95,250 | $64,501-$102,900 | $69,301-$110,500 | $74,051-$118,150 | $78,851-$125,750 | | Not Eligible | >$61,700 | >$76,200, | >$85,750 | > $95,250 | >$102,900 | >$110,500 | >$118,150 | > $125,750 |   **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 | * Amer. Indian/Alaska Native & Black African American | |  | * Amer. Indian/Alaska Native & White | | * American Indian/Alaskan Native | * Asian and White | | * Asian | * Black/African American & White | | * Native Hawaiian/Other Pacific Islander | * Other multi-racial | | * Black/African American |  | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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.