



North Providence Housing Authority

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Zero Income Checklist and Worksheet: Verification of Non-case Contributions

This Checklist and Worksheet is to be completed for all families whose Total Tenant Payment equals the minimum rent, or, for PHA's without minimum rents, for all families reporting less than \$100 per month in total income. The Form should be completed prior to admission and at each recertification (which may be monthly or quarterly depending on the PHA's policy on re-examination of tenants with minimum rents or zero income). The form first lists all the cash and non-cash contributions the family is receiving and then assists PHA staff to compute the annual value of such contributions. The family is required to submit documentation of amounts claimed.

1. Food Expenses

Is the family receiving Food Stamps? Yes No. If yes, what is the monthly value of food stamps? \$ _____

If no, what is the family's weekly grocery bill? \$ _____

How does the family pay the weekly grocery bill? _____

If someone other than a member of the tenant family contributes to groceries, who contributes?

What is the average cash weekly amount for groceries contributed from all sources? _____

Does anyone contribute groceries or prepared food to the family on a regular basis? Yes No

If yes, what is the average weekly value of groceries or prepared food contributed? \$ _____

Note: Food contributed by food banks, received from the surplus commodity program, the WIC program, or consumed at publicly or non-profit funded meals programs does not count as income. Food or cash for food contributed by private persons does count as income.

2. Cleaning, Grooming and Paper Products Expenses

What is the weekly value of paper products used by the family? Include paper napkins, toilet paper, paper towels, trash bags, other paper goods, and disposable diapers. \$ _____

How does the family pay for these paper products? _____

If someone other than a member of the tenant family contributes to paper products, who contributes?

What is the average weekly value of cash contributions for paper products? \$ _____

Does anyone contribute paper products to the family on a regular basis? Yes No.

If yes, what is the average weekly value of paper products contributed to the family? \$ _____

What is the weekly value of grooming products and services used by the family? Include soap, deodorant, shampoo, toothbrushes, toothpaste, dental floss, cosmetics, hair color, barber, beautician services etc. \$ _____

How does the family pay for the cost of grooming products and services? _____

If someone other than a member of the tenant family contributes to grooming products, who contributes?

What is the average weekly value of contributions (cash or products) for grooming products? \$ _____

What is the weekly value of cleaning products used by the family? \$ _____

Include dishwashing soap, laundry detergent, and household cleaning products. \$ _____

How does the family pay for cleaning products? _____

If someone other than a member of the tenant family contributes to cleaning products, who contributes?

What is the average weekly value of cash contributions for cleaning products? \$ _____

Does anyone contribute cleaning products to the family on a regular basis? Yes No.

If yes, what is the average weekly value of cleaning products contributed to the family? \$ _____

3. Transportation Expenses

Does the family own a car? Yes No. If yes, are there still payments due on the car? Yes No.

If yes, what is the amount of the monthly car payment? \$ _____

How does the family make the car payment? _____

If someone other than a member of the tenant household contributes to the car payment, who contributes?

What is the monthly amount of contribution toward the car payment? \$ _____.

If the family owns a car outright (no payments are due), what are the average monthly amounts the family pays for the following:

Gas \$ _____ Maintenance \$ _____ Insurance \$ _____ Tires \$ _____

How does the family pay for these auto-related expenses? _____

If someone other than a member of the tenant family contributes to the car's operating costs, who contributes?

What is the average monthly amount of cash or direct payment contribution to the car's operating costs?
\$ _____

If the family does not own a car, what does the family use for transportation? _____

How does the family pay for this transportation? _____ If someone other than a member of the tenant family contributes to other transportation costs, what is the average monthly amount of cash or other contribution to transportation? \$ _____

4. Entertainment Expenses

Does the family have a cable TV connection? Yes No.

If yes, does the family have the basic minimum service or do they also have any premium channels? Yes No.

What is the average monthly cost of cable TV service? _____

How does the family pay for the cable TV service? _____

If someone other than a member of the tenant family contributes to the cost of cable TV service, who contributes? _____

What is the average monthly contribution (in cash or direct payment to the cable company) for cable TV?
\$ _____

What are the average weekly costs of other types of entertainment to the family? Include the following:

Movies \$ _____ Club memberships \$ _____ Sporting events \$ _____

Liquor/Beer/Wine \$ _____ Lottery tickets \$ _____ Vacations \$ _____

Other entertainment \$ _____

How does the family pay for the other entertainment costs? _____

If someone other than a member of the tenant family contributes to the cost of other entertainment, who contributes? _____

What is the average monthly contribution (in cash or entertainment provided) for other entertainment?
\$ _____

5. Clothing Expenses

What are the ages and sexes of all family members? _____

What is the average monthly cost for clothing and shoes for the family? \$ _____

How does the family pay for clothing and shoes? _____

If someone other than a member of the tenant family contributes to the cost of clothing, who contributes? _____

What is the weekly amount spent by the family for laundry/dry cleaning? \$ _____

How does the family pay for cleaning its clothing? _____

If someone other than a member of the tenant household contributes to the cost of cleaning clothing, who contributes? _____

What is the average monthly contribution for cleaning of clothes? _____

This amount is income.

Note: Clothing acquired from Clothing banks or given to the family second hand is not counted as income.

6. Smoking Expenses

Does anyone in the tenant household smoke cigarettes or cigars? Yes No.

If yes, how many packs per day, are smoked by the smokers in the household? _____

How does the family pay for the cost of cigarettes/cigars? _____

If someone other than a member of the tenant household contributes to the cost of smoking, who contributes? _____

What is the average monthly contribution (in cash, cigarettes or cigars) \$ _____?

7. Communications Expenses

Does anyone in the family have a cell phone? Yes No.

What is the average monthly cost for telephone service? _____

How does the family pay for the cost of telephone service? _____

If someone other than a member of the tenant household contributes to the cost of telephone service, who contributes? _____

What is the average monthly contribution (in cash or direct payment of the telephone bill) for telephone service? \$ _____

Does the family have an Internet connection? Yes No.

If yes, who is the Internet provider? _____

What is the monthly cost of the Internet connection? \$ _____

How does the family pay for the Internet connection? _____

What is the average monthly cost of the Internet connection? \$ _____

If someone other than a member of the tenant family contributes to the cost of the Internet connection, who contributes? _____

What is the average monthly contribution (in cash or direct payment to the Internet provider) for Internet services? \$ _____

8. Medical Expenses

Does the family have any unreimbursed medical expenses? Yes No.

If yes, what is the average monthly cost of unreimbursed medical expenses? \$ _____

How does the family pay for unreimbursed medical expenses? _____

If someone other than a member of the tenant household contributes toward medical expenses, who contributes? _____

9. Miscellaneous Expenses

Listed below are a series of expenses the family might have. Indicate the monthly amount the family spends on any applicable expenses and the amounts contributed toward the expenses:

Church contributions \$ _____ Unreimbursed Educational Expenses \$ _____

Unreimbursed Child care Expenses \$ _____ Unreimbursed Job Expenses \$ _____

I understand that if I claim zero income for housing assistance, I must complete this form every 90 days and return it to the housing office. Failure to do so will result in my losing my housing assistance. I agree to notify the housing agency if the above information changes. I certify that the above information is correct. Any false statements will result in my losing my housing assistance.

Tenant Printed Name

Tenant Signature

Date

PHA Authorized Signature

Date