

FINANCIAL HARDSHIP & ZERO-INCOME WORKSHEET

BHDC requires that the Financial Hardship/Zero-Income Worksheet be completed by all families who are requesting a financial hardship from minimum rent requirements and/or who claim zero income. The Worksheet should be completed at screening and at each reexamination in the event that a financial hardship or zero income is claimed.

Families are required to submit documentation of amounts claimed. BHDC may conduct a home visit to verify information.

Applicant/Participant Name: _____ ID: _____

Date of Review: _____ Review Completed by: _____

Applicant/Participant Income Information

1. Does anyone (other than applicant/participant family) make contributions to your household in the form of cash (money for food, clothing, cars, internet, etc.) and/or products (purchases of food, grooming products, cigarettes, etc.)? Yes No

2. If yes, complete the table below.

Item Contributed	Who Made the Contribution	Cash Amount or Value of the Contribution
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$

3. Have you applied, been approved and/or do you receive benefits from any of the following programs?

Programs/Benefits	Applied Yes or No	Approved Yes or No	Currently Receive Benefits Yes or No	Amount of Benefits Per Month
Public Assistance				\$
Social Security				\$
SSI				\$
Unemployment				\$
Welfare				\$
Child Support				\$
Alimony				\$
Pension/Annuity				\$
Food Stamps				\$
Other				\$

4. If you have applied for benefits, what is the status of the application?
- _____

Vehicle Information

5. Do you have the use of or own a car(s)? Yes No If yes, complete the information below.

Vehicle Number 1: Make: _____ Model No: _____ Year: _____
Own Lease Rent

Vehicle Number 2: Make: _____ Model No: _____ Year: _____
Own Lease Rent

Weekly Expenses

6. How much do you spend a week on the following?

Item	Weekly Expense	Method of Payment
Food		
Paper products		
Personal grooming products		
Cleaning products		
Car payments		
Car use and maintenance costs		
Transportation costs (if no car is owned)		
Cable TV		
Internet		
Entertainment (movies, lottery, sporting events, video rental, vacations, etc.)		
Clothing		
Cigarettes/Cigars		
Telephone (home)		
Cell phone		
Utilities		
Mortgage or rent		
Unreimbursed medical expenses		
Unreimbursed child care expenses		
Unreimbursed job expenses		
Charitable contributions (church, charity, etc.)		
TOTAL		

Verification of Expenses:

- **Food:** The family should bring in at least one month's worth of grocery receipts to verify the expenditure.
- **Cleaning supplies, grooming products & paper products:** The family should bring in at least one month's worth of receipts to verify the expenditure on cleaning supplies, grooming products, and paper products.
- **Auto expenses:** (for families with cars): The family should bring in one month's gas receipts, proof of insurance, and proof of car payment (if applicable).
- **Transportation:** A family without a car should provide a statement of the way they pay for transportation to shop, attend school, visit friends, take care of medical needs, attend church, etc.
- **Entertainment:** The family should bring in two monthly bills for cable TV, plus receipts for other entertainment costs.
- **Clothing:** The family should provide information that shows when clothing and shoes are purchased and the amounts spent (receipts should be provided where possible). Remember that children will need more clothing and shoes than adults because they are growing. Clothing acquired from clothing banks or given to the family secondhand is not counted as income.
- **Smoking:** The family should document the brand of cigarettes/cigars smoked and the staff will impute cost.
- **Communications:** The family should bring in at least two month's worth of bills for telephone, beeper/pager and internet services, as applicable. Review the bills carefully to determine the average monthly cost for communications services.
- **Shelter:** The family should bring in documentation of their actual cost for housing and utilities.
- **Medical:** The family should bring copies of receipts for unreimbursed medical expenses.
- **Misc.:** The family should bring in copies of bills, paid receipts, etc. to verify miscellaneous expenses.

APPLICANT/PARTICIPANT CERTIFICATION

I certify that the above estimates provided by me are true to the best of my knowledge. I understand that willful misrepresentations of the facts are grounds for disqualification for assistance.

Applicant /Participant Signature

Date

BHDC Representative

Date

WARNING! Title 18, Section 1001 of the United States Code, states that a person who knowingly and willfully makes a materially false, fictitious, or fraudulent statement within the jurisdiction of the United States Governments shall be fined and/or imprisoned.