

INSTRUCTIONS FOR COMPLETING INCOME SURVEY FORM

Number of Persons in the Family

This number will include all residents temporarily away from the surveyed family (e.g. college students, persons on extended vacations, etc.) **Note: If there is more than one family residing in the house/apartment, a separate form should be completed by each family.**

Family Income

Income is determined by computing the total income of all family members for the last year (12 months), including persons temporarily away from the family/house. **Note: Income is not limited to salaries, wages, and tips. All other forms of income as specified by the Internal Revenue Service should be included (e.g. payments received from social security, pensions, annuities, dividends, taxable interest income, tax exempt interest income, IRA distributions, etc.)**

Above or Below

Simply identify the box which appropriately determines the number of persons in the family. If the dollar amount in this box is above the total family income amount, check the "Above ()" category. If the dollar amount in the box is below the total family income amount, check the "Below ()" category. **Note: To determine the appropriate dollar amounts to be identified in each block, reference the current "Income Limits" document on the HUD website (<https://www.huduser.gov/portal/datasets/il.html>).**

Family Ethnic and Racial Information

Racial and ethnic information is needed for data reporting purposes. Each member in family should be designated by race. A number should be placed in the Hispanic column for each family member who considers themselves of Hispanic ethnicity. If the resident chooses not to answer this question, the box "refuses to answer" should be marked.

Family Makeup

Enter the number of elderly (62 years or older) in family. Enter the number of severely disabled adults in the family. Indicate by checking Yes or No if the head of the family is female.

Date

Enter the date the form was completed.

Check the box in the bottom left corner of the survey form if the answer to Question 3 is determined to be "Below." If so, this residency is to be considered a "low-to moderate-income family."

Any questions, please call the Village office at 810-638-5600

