



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
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PROGRAM POLICY BULLETIN # 09-04

DATE: December 7, 2009

TO: NJ Community Action Agency (CAA) Executive Directors

AFFECTED PROGRAMS: All Programs That Utilize Community Services Block Grant Funds

SUPERSEDES: Policy Bulletin # 08-05

SUBJECT: **Requirements For Zero Income Documentation**

POLICY SUMMARY: This policy bulletin addresses the issue of how NJ Community Action Agencies determine income eligibility when households applying for the CSBG program claim to have no income.

This policy is effective with the fiscal year 2010/2011 application for FY'10 funds.

DISCUSSION: Households that apply for the CSBG Program are required to submit income documentation. The definition of income is outlined in Program Policy Bulletin # 08-4.

If a household applies for services funded by the CSBG Program and states that there is no income, the agency must review all the information submitted with the application to make a reasonable assumption regarding the accuracy of such statements. For example, if the household has paid current rent, utility bills and property taxes it is reasonable to assume that the household has income. NJ Community Action Agencies cannot accept an affidavit of zero income. All CAA's must contact NJDCA to verify zero income.

NJ Community Action Agencies must have the Executive Director designate one Supervisory /management level person for the agency who can request income verification and provide the name of the individual to your assigned NJDCA/DH&CR Regional Representative.




Submitting The Request

- All requests must be submitted via email to the NJDCA/DH&CR income verification designated staff person.
- “Income Verification” must be in the subject line for all requests.
- Include all household members over 18 years of age for whom zero income is being claimed. The following information is required in the body of the email:
 - a) Name
 - b) Social Security Number
 - c) Reason: Zero Income Claim – 1st time claim; Zero Income Claim – Multiple years’ claims
- NJDCA/DH&CR income verification designated staff person will reply via email with either confirmation of zero income or the name of employer, salary and length of work time.
- A copy of the CAA’s request and NJDCA response must be placed in the client’s file.

It is the intent for the NJDCA/DH&CR to process all requests within 24 hours. NJ Community Action Agencies will be notified if the turn around time is extended beyond 24 hours. If the household is unwilling to cooperate in establishing eligibility for the CSBG Program they cannot be served. NJ Community Action Agencies are not to notarize letters certifying zero income for clients.

This policy is an attempt to effectuate that recommendation. Please contact your assigned NJDCA/DH&CR Regional Representative should you have any questions regarding this issue.

SIGNED:


Mary Ann Barkus, Manager
Community Services Element

c. Paul G. Stridick, Division Director
CSBG Related State Staff