



Senior Access Program (SAP) & Homeowner Assistance Fund (HAF)

INCOME VERIFICATION WORKSHEET

This worksheet is used to determine household income eligibility for SAP and HAF programs. Income must be verified in accordance with Alaska Housing Finance Corporation (AHFC) guidelines and documented in the project file.

Why We Ask for This Information

Your information helps ensure:

- Assistance is provided fairly
- Program rules are followed
- Funds reach households most in need

Your information is protected and used only for eligibility determination.

1. Household Information

Applicant Name:

Property Address:

Program Type: SAP HAF SAP & HAF

Household Size*:

Assessment Date:

JEDDC Staff Completing Worksheet:

COVID-19 Financial Impact (Required for HAF)

This section helps determine HAF eligibility. Applicants may answer verbally or in writing.

Please tell us how COVID-19 affected your household.

Check all that apply:

- Lost a job or had work hours reduced
- Had to stop working to care for a child or family member
- Became sick or disabled due to COVID-19
- Had higher living expenses (food, utilities, medical, fuel)
- Fell behind on mortgage, rent, utilities, or home energy bills
- Still experiencing financial hardship related to COVID-19

Optional explanation (in applicant’s own words):

If HAF is used, COVID-19 hardship must be documented through a separate hardship attestation.

2. Household Members (Age 18+)

List all adults who live in the home, whether or not they are related. *All adult household members must be considered unless an allowable exception applies.*

Name	Relationship	Income Source	Annual Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Countable Income Sources (Include)

These income types are generally counted when calculating household income. Income is annualized based on current documentation.

- Wages, salary, tips, overtime, bonuses
- Self-employment income (net)
- Social Security (gross before Medicare deductions)
- SSI / SSDI
- Unemployment compensation
- Pensions and retirement income

- Veterans' benefits (not exempt)
- Regular cash contributions from others
- Rental or investment income

4. Excluded / Exempt Income (Do NOT Count)

These income sources are not counted and do not reduce eligibility. If an income source is unclear, document the decision in Notes.

- SNAP / Food Stamps
- Temporary Assistance Program (TAP / TANF)
- Alaska Permanent Fund Dividend (PFD)
- Pandemic-related stimulus payments
- CARES Act payments / tax credits
- One-time emergency or charitable assistance
- Student financial aid (grants/loans)
- Reimbursements for medical or childcare expenses

5. Required Income Verification Documents

- Most recent 30 days of pay stubs
- Social Security / SSI award letters
- Benefit statements (unemployment, retirement, VA)
- Previous year tax return (if self-employed)
- Employer verification form or letter (if applicable)
- Non-filer IRS statement (if applicable)

If documents are unavailable:

- Applicant self-attestation used
- Alternate verification method approved

Explain alternate verification:

6. Tribal or Special Circumstances

This section helps identify allowable exceptions or alternate verification methods.

- Applicant is a member of a federally recognized tribe or Alaska Native village
- Household receives tribal assistance or benefits
- Income comes from seasonal, subsistence, or non-traditional sources
- Household lives in a remote or cash-based economy
- Household participates in another income-restricted assistance program

Notes (if checked): *AHFC allows reasonable alternate income determination when documented.*

6. Income Calculation Summary

Calculate total annual gross household income. SAP must be at or below 100% AMI. HAF must be at or below 150% AMI.

Total Annual Gross Household Income: \$

*Applicable AMI Limit (by household size and area): \$

- Income Eligible Income Ineligible
- Income discrepancies must be resolved and documented before approval.

7. Certification

I certify that the income information above has been reviewed and verified according to AHFC, SAP, and HAF requirements, and supporting documentation is on file.

Staff Signature:

Date:

Supervisor Review:

Date:

8. Definitions

Annualized Income:

Income projected over a 12-month period using current information.

Documentation Flexibility:

If standard documents are difficult to obtain, staff may rely on written statements and other reasonable information, with explanation.

Resolution of Differences:

Any income discrepancies must be resolved and documented before approval.

***Household Income:**

Gross income received by all adults aged 18 and over who live in the home.

Juneau City & Borough

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$90,090	\$135,135
2	\$102,960	\$154,440
3	\$115,830	\$173,745
4	\$128,700	\$193,050
5	\$138,996	\$208,494

Sitka City & Borough

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$80,010	\$120,015
2	\$91,440	\$137,160
3	\$102,870	\$154,305

4	\$114,300	\$171,450
5	\$123,444	\$185,166

Ketchikan Gateway Borough

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$83,510	\$125,265
2	\$95,440	\$143,160
3	\$107,370	\$161,055
4	\$119,300	\$178,950
5	\$128,844	\$193,266

Petersburg Census Area

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$80,010	\$120,015
2	\$91,440	\$137,160
3	\$102,870	\$154,305
4	\$114,300	\$171,450
5	\$123,444	\$185,166

Wrangell City & Borough

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
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1	\$80,010	\$120,015
2	\$91,440	\$137,160
3	\$102,870	\$154,305
4	\$114,300	\$171,450
5	\$123,444	\$185,166

Haines Borough

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$80,010	\$120,015
2	\$91,440	\$137,160
3	\$102,870	\$154,305
4	\$114,300	\$171,450
5	\$123,444	\$185,166

Skagway Municipality

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$80,010	\$120,015
2	\$91,440	\$137,160
3	\$102,870	\$154,305
4	\$114,300	\$171,450
5	\$123,444	\$185,166

Hoonah-Angoan Census Area

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$80,010	\$120,015
2	\$91,440	\$137,160
3	\$102,870	\$154,305
4	\$114,300	\$171,450
5	\$123,444	\$185,166

Prince of Wales-Hyder Census Area

(Craig, Klawock, Thorne Bay, Hydaburg, etc.)

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$80,010	\$120,015
2	\$91,440	\$137,160
3	\$102,870	\$154,305
4	\$114,300	\$171,450
5	\$123,444	\$185,166

Yakutat City & Borough

Household Size	Senior Access (100% AMI)	HAF (150% AMI)
1	\$80,010	\$120,015

2	\$91,440	\$137,160
3	\$102,870	\$154,305
4	\$114,300	\$171,450
5	\$123,444	\$185,166