



Verification to Submit for Interim Review

Please include the required verification documents based on the change being reported.

Review interim packet, checking off all the items listed on the interim review coversheet checklist, before submitting. If anything is missing, it will take us longer to process the reported change.

INCOME VERIFICATION (Please note that Seattle Housing may independently verify any provided information.)

Type of Income	What to send Seattle Housing
Employment / Job Training	If paychecks/pay statement are unavailable or it is new employment verification from employer is required. <ul style="list-style-type: none"> A completed Employment verification form signed by employer. A letter/coorespondence from employer stating payrate with hours or annual salary. Or copies of the most recent two months of paychecks/pay statements.
Unemployment Benefits	Copy of the most recent weekly statement.
Public Assistance (TANF or Welfare)	DSHS benefit letter (only if the amount is changing in a future month).
Social Security or SSI	Most recent benefit award letter. 1-800-772-1213, www.ssa.gov
Veterans (V.A.) Benefits	Most recent benefit award letter. 1-800-827-1000
Worker's Compensation / Labor and Industries (L&I)	A statement from Labor and Industries, insurance company, law firm, etc., which shows your awarded amount. Must be current within 60 days of submission.
Regular Contributions or Gifts from organizations or individuals	For example, a family member outside the household gives you \$20 in groceries every week or pays your phone bill every month. Provide a statement from the organization or individual. Must be current within 60 days of submission.
Child Support	For support not paid through the Office of Support Enforcement submit a statement from the non-custodial parent current within 60 days of submission.
Retirement Benefits/ Annuities/Pensions	A statement from the account administrator verifying the gross monthly benefit. Must be current within 60 days of submission.
Self Employment / Social Service Payment System (SSPS)	A Self Employment Certification with a copy of all pages of the most recent tax return (with business expense listing) or, if not self-employed, submit three months of DSHS SSPS provider and co-pay statements.
Student Status/Income	Verification of full or part time student status. This is required for all adult household members <u>currently enrolled</u> in school.

EXPENSES Eligibility for expenses and what to submit:

Child Care	<i>If an adult member of your household is employed or going to school and pay for child care:</i> Submit a statement from the provider of any child care subsidy (DSHS, City of Seattle, employer, etc.). We may contact the provider to verify expense.
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****If unable to obtain any of the above examples of income or expense verification an income self certification can be accepted only if accompanied with verification of an attempt to obtain any of the above examples of income verification. Please reach out to the certification specialist if you have any questions regarding this.**