

Proof of Income Guide

To ensure consistent and accurate collection of proof of income for determining eligibility in the sliding fee discount program and providing equitable discounts.

Key Guidelines

1. Proof of Income Requirement

- All patients must provide proof of income unless exempt (e.g., presumptive eligibility, statement of providing food & shelter, etc).
- Proof of income is used to calculate eligibility for the sliding fee discount program based on gross income (before deductions), not net income (after deductions).

2. Accepted Proof of Income Documents

- **Paycheck Stubs-Past 30 days:** Most recent stub(s) reflecting **gross income (before deductions)**.
 - Staff must identify:
 - Pay frequency (e.g., weekly, bi-weekly, monthly).
 - Hours worked (e.g., 80 hours for a two-week period).
 - Dates covered by the stub (e.g., January 1–January 14).
- **Tax Returns:** Prior year tax documents, including:
 - Form 1040
 - W-2 forms
 - 1099 forms
- **Social Security Notices:** Annual or monthly benefit statements.
- **Unemployment Notices:** Award letters or payment records.
- **Disability Payment Documentation:**
 - Annual W-2
 - Payment stubs
- **Employer Letters:**
 - Must include gross income details, employment status, frequency of payment, and coverage period.
- **Other Sources:**
 - Rental income documentation
 - Pension or retirement statements
 - Court-ordered alimony or child support payments
 - DHS Food Assistance Determination
 - Veterans Payments

3. Special Situations

- **No Income:**
 - Must note on the Application for Sliding Fee Discount where they get food and shelter from. A signed letter from any person or agency they are receiving food or shelter from verifying the person has no income can serve as documentation of no income.
 - Statement of Providing Food/Shelter can be signed by individual providing support and serve as proof of no income.
 - **Irregular or Seasonal Income:**
 - Provide available proof of income
 - Take the total number of months worked in Michigan and multiply the total number of weeks x gross pay (identified on proof of income)
 - Document “seasonal migrant” on the Application for Sliding Fee Discount