

**Workforce Innovation and Opportunity Act
Statement of Family Size/Family Income Form Instructions**

Identifying Information

Please complete this block with the WIOA applicant's name, address, social security number and application date.

Family Member Names/Relationship to Applicant/Family Member Income

- List the names of all family members living in the applicant's residence on the date of registration.
- Indicate the relationship of each family member to the applicant.
- Indicate the income during the last 6 months (26 weeks) of each family member living in the applicant's residence on the date of registration.
- Complete the block "Total Number in Family."
- Complete the block "Total Income" (if applicable).

Name/Location/Reason

- List the names of any family members not currently residing in the applicant's residence.
 - This should include any family member who is not currently living in the residence but would be considered a part of the applicant's family. These absences may be due to temporary and voluntary residence elsewhere (e.g. attending school or college or visiting relatives). It would not include involuntary temporary residence elsewhere (e.g. incarceration, or placement as a result of court order). Members of the Armed Forces on extended temporary assignment elsewhere are considered to be assigned involuntarily and would not be considered as part of the applicant's family.
- Indicate the location of the absent family member.
- Indicate the reason for the absence.

The applicant must sign and date the form.

If this form is being used for eligibility verification purposes, a corroborating witness must sign and date the form attesting to the accuracy of the given information. The corroborating witness may live in or out of the residence and may or may not be related to the applicant. The witness must have verifiable knowledge of the applicant's family status.

NOTE: Neither the applicant or youth contractor staff may serve as a corroborating witness.