

## F6.2 – INCOME VERIFICATION

### Purpose

The purpose of this policy is to describe the Iowa HHS process for ensuring compliance (including SRs, and service sites) that projects take reasonable measures to verify client income, without burdening clients from low-income families. Recipients that have lawful access to other valid means of income verification because of the client’s participation in another program may use those data rather than re-verify income or rely solely on clients’ self-report. If a client’s income cannot be verified after reasonable attempts to do so, charges are to be based on the client’s self-reported income. (42 CFR § 59.5(a)(9)).

### Policy

- Client income is verified, without burdening low-income families.
- If clients’ income cannot be verified after reasonable attempts to do so, charges are based on the client’s self-reported income.

### Procedure

Iowa HHS will ensure that each SR complies with the following:

- Process by which the agency verifies client income.
- Process through which other program income data (such as WIC) are accessed when applicable.
- Definition of what is included (or excluded) in the client income.
- Process by which clients are able to self-declare their income.
- Frequency with which income is assessed (at least annually and/or as the client identifies).

The items listed above will be monitored on an annual basis as part of the site visit using the federal review tool.

Date Revised	September 2023
References	Title X Program Handbook, Section 3, Financial Accountability #6 <a href="https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf#page=22">https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf#page=22</a> 2021 Title X Final Rule 42 CFR § 59.5(a)(9) <a href="https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59#5">https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59#5</a>
Additional Resources	