

City of Moreno Valley
CDBG Program
Instructions for Completing the 'Income Verification Form'

CDBG Subgrantees are required to serve low to moderate income individuals.

This form is to be issued to City of Moreno Valley Subgrantees for completion by the client receiving services in order to confirm/disconfirm their low-to-moderate income status.

1. The client is to complete the general information at the top of the page as well as Items 1-7. The client should sign the form, as requested.
2. The staff member shall confirm there is or is not income documentation attached to the form by initialing the form as indicated.
3. Staff shall -base on the information listed by the client, and a review of the income documentation collected - determine the size of the household and the client income level.
4. Staff is asked to circle the income range in which the client falls.