**CDBG Economic Development-Small Business-Microenterprise**

**Family Income Form Instructions**

**Name of Community:** Fill in this section with the name of the municipality that OCR has an agreement with.

**Business Name:** Fill in this section with the name of the business that is reporting employment.

**Full Time/Part Time & HRs/WK:** This section should be filled out based on the employee's employment status.

- Is the employee Full Time or Part Time? Check the appropriate box.
- If part-time, how many hours a week does the employee work? Fill in the number of hours worked per week.

**Under the 'Family Income Form' section, fill in the appropriate fields:**

- Name of Community (municipality that OCR has an agreement with)
- Name: Employee's Name
- Job Title: Name of position the employee was hired for
- Address: Employee's home address

**Under the 'My Family Income is' section, follow these next steps:**

- The Grant Administrator should have already populated the HUD Income Limit fields in the table.
- The HUD Income Limits can be found here:
  https://www.huduser.gov/portal/datasets/il.html
  - To generate the appropriate HUD Income Limits, first select the year in which the employee is hired.
  - Click 'Click Here for FY (the year you chose) IL Documentation'
  - Select New York
  - Select the County in which the employee resides
  - Click 'View County Calculations'
  - This table generates the HUD Income Limits for the particular year and County selected
  - These HUD Income Limits should then be added to the income table on the family income form

**County/MSA:** The employee must fill in the County they reside in.

**Selecting a Family Income**:

- The employee should select their family size

- On the row that their family size falls on, they should select on that same row the range in which their family's income falls.
  - There is also a space for the employee to fill in their family's actual income if they choose to do so.
- Be sure the employee reads the instructions on the family income form to determine what is considered a family member and family income.

**Race:** The employee must select one of the options listed in the racial category.

**Ethnicity:** This section is optional. The employee can report their ethnicity.

**Additional Categories:** This section is optional. The employee can select one or more from the list.

**Employment Status:** The employee must select 'Yes' or 'No' to report if they are currently employed at the time of hiring.

**Signature:** The employee must sign the form. If the form is unsigned, OCR is unable to document the hiring.

**Date:** The employee must date the form. If the form is not dated, OCR is unable to document the hiring.