Checklist: What to Bring to a Hearing

☐ **PAY STUBS:**
  - At least 3 MOST RECENT; handwritten receipts are **NOT** acceptable

☐ *If* you are **SELF-EMPLOYED OR**
  *If* you have **RENTAL PROPERTY or INVESTMENT INCOME, OR**
  *If* you earn variable **COMMISSIONS or BONUSES**

You **MUST** provide:
  - **FEDERAL TAX RETURNS** for the LAST 3 YEARS, including **ALL SCHEDULES and ATTACHMENTS** (e.g. W-2s, 1099s, Schedule C).

☐ *If* you have **HEALTH INSURANCE through your employer OR**
  *If* health insurance is **AVAILABLE THROUGH YOUR EMPLOYER:**

You **MUST** provide:
  - The **NAME & ADDRESS** of the **HEALTH INSURANCE PROVIDER**
  - The **COST** of **SINGLE or EMPLOYEE-ONLY** coverage **AND**
  - The **COST** of **GROUP COVERAGE** (Family OR Employee + Child)

☐ **Evidence of CHILDCARE COSTS,** including:
  - 1) a **SIGNED AND NOTARIZED STATEMENT** from your sitter **OR**
  - 2) a **STATEMENT** on your daycare provider’s **LETTERHEAD OR**
  - 3) a **JFS CHILD CARE NOTICE** (if you receive **TITLE XX**)

☐ Your evidence **MUST** include:
  1) **CONTACT** information
  2) The **NAME(S) of the child/ren cared for**
  3) Your **PERSONAL EXPENSES** (broken down **PER CHILD**)
  4) The **HOURS PER WEEK** your child/ren are cared for
  5) The **NUMBER OF WEEKS** your child/ren are cared for

☐ *If* you are a **STUDENT,** you **MUST** provide:
  - A **CLASS SCHEDULE** for the **CURRENT TERM**