



CITY OF CLEVELAND
Mayor Frank G. Jackson

CLEVELAND LOW INCOME WORKER VERIFICATION APPLICATION

City of Cleveland
Office of Equal Opportunity
Contract Compliance
601 Lakeside Ave, Room 335
Cleveland, Ohio 44114

Phone: 216.664.4152 • Fax: 216.664.3870 • Email: oeo@city.cleveland.oh.us • Hours: 8 am to 5 pm Weekdays

A contractor seeking to qualify an employee as a "Low Income Cleveland Resident" for purposes of compliance with the Fannie M. Lewis Cleveland Resident Employment Law (Ch. 188 C.O.) must submit this application and the supporting documents requested below demonstrating the employee's Cleveland residency status and total household income for the previous year to the Office of Equal Opportunity. OEO requires income documentation from all adult household members to determine eligibility.

EMPLOYEE / APPLICANT INFORMATION					
EMPLOYEE NAME:		SOCIAL SECURITY #:			
ADDRESS:					
CITY:		ZIP:			
EMAIL:		PHONE:			
TITLE / POSITION OF EMPLOYEE / APPLICANT					
TITLE / POSITION:	(Title and/or Position must be a Construction Trade Position, i.e. Painter, Laborer, etc)				
CONTRACTOR / EMPLOYER INFORMATION					
CONTRACTOR:					
ADDRESS:					
CITY:		STATE:		ZIP:	
EMAIL:		PHONE:			
EMPLOYEE DATE OF HIRE:		REQUESTED EFFECTIVE START DATE for LOW INCOME STATUS			

Cleveland Residency Documentation:

Submit one of the following. Address must match employee address above.

- Driver's License State Identification Current Utility Bill in employee's name at current address

Income Documentation:

Submit one of the following.

- Previous Year's Federal Tax Return **or** Federal Tax Transcript - To order a Tax Transcript, call 1-800-908-9946 or order the transcript online at <http://www.irs.gov/Individuals/Order-a-Transcript>

Supplemental Income Documentation (Only where tax information is incomplete or unavailable).

Note: Review and acceptance of supplemental income documentation to demonstrate low income status is subject to the sole discretion of the Director of OEO.

- Proof of Governmental Assistance, including Social Security, Veterans Affairs payments, or Supplemental Security income
- Unemployment Documentation or Workers' Compensation Documentation
- Utility bill or other documentation indicating reduced payments due to Very Low Income status
- Other documents that prove the individual's total income for the calendar year

EMPLOYEE / APPLICANT INFORMATION

EMPLOYEE NAME:		SOCIAL SECURITY #:	
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Household Information:

Please complete the following:

- Total Household Income in previous year: \$ _____
- Number of Adults in your household: _____
- Number of Children in your household: _____

HUD Section 8 Income Limits (Revised September 2016)

"Low Income Person" means a Resident of the City of Cleveland who is a member of a family having an income equal to or less than the Section 8 Very Low Income limit established by the Department of Housing and Urban Development (HUD).

Please CHECK the appropriate household size and income limit below.	HOUSEHOLD SIZE	VERY LOW INCOME LIMIT
	1 <input type="checkbox"/>	\$23,350
	2 <input type="checkbox"/>	\$26,650
	3 <input type="checkbox"/>	\$30,000
	4 <input type="checkbox"/>	\$33,300
	5 <input type="checkbox"/>	\$36,000
	6 <input type="checkbox"/>	\$38,650
	7 <input type="checkbox"/>	\$41,300
	8 <input type="checkbox"/>	\$44,000

Household Income Summary If you require additional space, please attach another page to this document.	Name (first and last)	Gross Income	Source of Income (Employer if Applicable)

APPLICANT / EMPLOYEE ACKNOWLEDGEMENT & SIGNATURE

I declare that the information on this form is true, correct and complete to the best of my knowledge. I agree to provide documents to verify the information listed. I authorize the City of Cleveland's Office of Equal Opportunity to verify the information provided.

APPLICANT / EMPLOYEE SIGNATURE DATE

CONTRACTOR OFFICIAL ACKNOWLEDGEMENT & AUTHORIZATION

I, the employing contractor, have received the above information and reviewed the application for completeness, and believe that the employee meets the necessary requirements to be considered as a "Low Income Resident Worker" under the Cleveland Resident Employment Law.

COMPANY OFFICIAL TITLE SIGNATURE DATE

FOR OEO OFFICIAL USE - APPROVAL

ADMINISTRATIVE REVIEWER SIGNATURE DATE