Income Verification Instructions

10-year Income Verification (must be done for provider & alternate and submitted with application)

Social Security Website Address:

https://www.ssa.gov

1. Scroll down and click on "My Social Security"
2. Click on "Sign In OR Create and Account"
3. Scroll down and click on "Create an Account"
4. The website will prompt the remainder of the process
5. Click on "Print/Save your full statement"
6. Print out your full statement and provide it to Demitra Hood, Resource Manager, along with your completed application packet via email to DHood@accessfostercare.org or USPS to **Access Foster Care & Adoption Attn: Demitra Hood, 500 Office Center Drive Suite 100, Fort Washington, PA 19034**

**** If you receive SS Benefits, please also include your award letter**

Paystubs: Please submit one (1) months' worth of most recent paystubs for all contributing household members listed on your foster family budget worksheet. *****Paystubs can either be submitted with your completed application or at the time of your Home Safety Inspection and Orientation visit*****