Documentation Needed to Verify Eligibility for the MPDU Program

1. Documentation of Residency OR Employment in Anne Arundel County for at least 6 months

You only need to demonstrate that you fit into one of these categories, not both. This documentation can include the following:

- Proof of Residency: Signed Lease or Rental Agreement, Recent Utility Bills or Government-Issued ID.
- Proof of County Employment: Consecutive Paystubs, Tax Documentation: W-2 or 1099 statements, or Employment Verification Letter

2. Federal Taxes for the two most recent tax years

Applicants need to provide the full federal tax forms including all schedules.

- Tax transcripts can be obtained at https://www.irs.gov/individuals/get-transcript if you do not have access to your tax records.
- Non-Tax filers who have filed taxes before can request an **IRS Verification of Non-filing** online at the link above. The current tax year's letter is typically not available until June 15th. If you need to document your tax status prior to June 15th you can fill out ACDS's **Affidavit of Tax Filing Statement** instead.
- If you have never filed taxes before, you can still find instructions for requesting an **IRS Verification of Non-filing** at the link above, but it will need to be processed by mail. You can also choose to fill ACDS's **Affidavit of Tax Filing Statement** instead.

3. Employment Income

For each employed household member, obtain documents that show the employer, pay frequency, gross wages, and year-to-date earnings.

- **Recent paystubs** covering the past 60 days. Paystubs should show the gross pay and the year-to-date totals, or
- Written verification from the employer if paystubs are unavailable,

- Employment offer letters or contracts for a new job,
- Documentation of earnings for gig-employment (rideshare, delivery, freelance, etc.)

4. Self-Employment and Business Income

In addition to Federal Taxes, applicants who own or operate a business need to provide records showing business revenue, allowable expenses, and net income.

- Year-to-date profit-and-loss statement
- Current business ledgers, invoices, or bookkeeping records
- Recent bank business statements
- Documentation of recurring contracts or anticipated business income
- Written explanation of unusual fluctuations in business income or expenses

5. Benefits, Pensions, and Other Unearned Income

Collect current award letters, statements, or other official records for income that is not earned through employment.

- Social Security, Supplemental Security Income, or disability benefit statements. https://www.ssa.gov/manage-benefits/get-benefit-letter
- Pension or retirement benefit statements
- Unemployment compensation statements
- Workers' compensation or other regular insurance benefit statements
- Veterans' benefit statements
- Child support or alimony documentation
- Regular financial assistance from people outside the household.

6. Asset Documentation

Documentation for assets held by each household member

- Recent statements (60 days) for **ALL Checking and Savings Accounts**

- Documentation of recent activity (60 days) of **Digital Peer-to-Peer Wallets** if used for financial activity. This includes Venmo, PayPal, Apple Cash, Chime or other digital investment platforms.
- Certificates of deposit, money market accounts, and investment accounts
- Stocks, bonds, mutual funds, and other securities statements
- Documentation of trusts or annuities
- Records of recent asset sales, transfers, or gifts, when required
- Note: Retirement accounts that are not being drawn down on are not required

7. Zero-Income Adults

- **If an adult household member reports no income**, they should fill out the highlighted portions of **ACDS's Labor Verification Form.** This will allow the Maryland Department of Labor to confirm that you are not employed. Please upload this form to the portal when complete.

8. Full-Time Students Over 18

If a dependent member of the household is a **full-time student**, please provide one of the following types of documentation of their full-time status.

- **Enrollment Verification Letter / Certificate of Enrollment:** A formal letter or certificate from your school's Registrar, Admissions, or Student Affairs office confirming your active enrollment and specific full-time status.
- **Official or Unofficial Transcript:** An academic record showing the current semester's courses and credit hours. Undergraduate full-time status typically requires at least 12 credit hours, while graduate status usually requires 9 credit hours.
- **Current Class Schedule:** A document or portal printout showing your registered courses, credit load, and the term dates.

9. Other Documentation as requested

ACDS may request other documentation as needed.