**REMOVAL HOME INCOME AND ASSET CHECKLIST – NON DFCS ADOPTION**

**INSTRUCTIONS**

**PURPOSE:**

This form is to be completed by the SSCM for adoption assistance applications forwarded to Revenue Maximization (Rev Max) for a IV-E determination. The function of the form is to provide all necessary information for the Rev Max Specialist (RMS) to determine financial eligibility in the removal home and is a part of the application for IV-E Adoption Assistance for a Non-DFCS adoption.

Indicate on this form if the information provided is for the month of application.

**INSTRUCTIONS:**

This form should be completed for everyone that lived in the removal home. Each block must be completed with an amount or n/a. Drawn lines through this form are not acceptable. Rev Max may request additional information for a member of the removal home if needed for the eligibility determination.

**Income Section:** Each block should be completed by the SSCM. Each income source has a brief description. Some descriptions request additional information be provided. If no income exists for the source, enter N/A. If there is income from the source, list the monthly amount prior to any withholding. In the “recipients” column, list the name of the person to whom the income belongs. List employer, address, and phone number if available.

**Resources Section:** This section should be completed in the same manner as the income section. In the Household Management Section, note whether any vehicle is used as a home or as a means of income (example: delivery of newspapers, taxi), transportation to and from work and indicate if any money is owed on the vehicle.

**Household Management**: A family with no source of income is managing to survive. Indicate what they are doing to survive (living in a shelter, visiting soup kitchens, prostituting, drug dealing, any other illegal form of employment, family providing room and board, etc.).

The form should be signed and dated by the SSCM with a printed name and telephone number.

**DISTRIBUTION:**

The original should be retained in the case record with a copy sent to the appropriate Rev Max Unit personnel for the region.