

Instruction for Completing eDev's Application Process

You may obtain a copy of the application ("Intake Form") from the website or from eDev's offices.

<http://edev.org/resources>

Part 1: the Intake Form

The application itself is fairly short and to the point: some contact info, some demographics, some financial questions and some about your business (or business idea).

Part 2: Income Verification

All completed application must be accompanied by some form of income verification that supports the information you provide in the application.

Why does eDev need this information?

eDev is a non-profit organization, offering microenterprise training and education, and as such we must verify the income of our clients. This is required because much of our funding comes from grants that make it possible for us to offer these services in our area. This also allows us to offer our services and courses free to those persons whose total household income falls below the figure indicated. To check if you are income-eligible, locate the HUD chart on the application, the row corresponding to family size, and the column for Lane County. If your income figure falls below the figure showed on the chart, we will offer our services free of charge, provided eDev has grant funding to do so.

Be assured that your personal information is confidential. It is not published or copied, and is utilized only to assure eligibility for services and then filed, so that we remain in compliance with our funding requirements.

The easiest form of documentation is a copy of the first page of your most recent tax return, showing the household's adjusted gross income. But you must decide what documents might most accurately describe your current financial situation. Annual Income may be documented through any of the following three methods:

- Adjusted Gross Income (IRS Form 1040)
- Annual Income as defined under Section 8 Housing Assistance Payments
- Annual Income reported under the Census Long-Form: including income from wages, salaries, tips, commissions; income from self-employment; income from farm employment; interest, dividends, rental income, income from estates and trusts; Social Security or railroad retirement; retirement, survivor or disability pensions; and any other sources of income received regularly, including Veterans' payments, unemployment compensation, alimony

If you have any questions regarding the application, or income verification, please call or email me,

Juli Brode
Admin Asst
eDev

brodej@clearwire.net

Ph: 463-4627, M-F 9-11 am only

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