

SOP – Proof of Earned Income

1. The procedure to be followed by the Administrator in determining loss of earned income pursuant to Sections 4.02 and 6.01(1) is as follows:
 1. The claimant must supply evidence, including income tax returns, demonstrating that, on the balance of probabilities, the Approved HCV Person received the earned income;
 2. If a claimant cannot provide a declaration form from an employer, then the claimant must deliver to the Administrator corroborating evidence, independent of the claimant, that establishes, on the balance of probabilities, the earned income of the Approved HCV Person;
 3. If the Administrator is unable to establish whether the claimant is entitled to receive compensation for the earned income of the Approved HCV Person, the Administrator may seek additional information from the claimant, including but not limited to:
 - (a) statistical information identifying income levels for people employed in a similar job or occupation;
 - (b) employment records pertaining to the Approved HCV Person's employment; and
 - (c) a sworn affidavit from the Approved HCV Person's employer or co-employee specifying the amount of the Approved HCV Person's income.