

PRE-APPLICATION INSTRUCTIONS

- Please make sure every applicant does have a valid ID, and social security card.
- If they do not have their physical social security card, they can still fill the app out if they have the number.
- PLEASE NOTE AN APPLICATION CANNOT BE PUT INTO THE SYSTEM WITHOUT VALID SSN
- Accept any ORIGINAL documents that they have present by copying them and attaching them to the application.
- The only waiting list sites open currently are DEMBY, PARKSIDE AND TWIN TOWERS
- EACH SITE has a different application to complete for each.
- By accepting the application, PLEASE CHECK TO SEE THAT THE ENTIRE APP IS COMPLETE, SIGNED AND DATED.
- SIGN YOUR NAME ON THE IHC REP LINE, AND DATE STAMP IN THE AREA PROVIDED.