

Please submit the State Mandated documents on or before: DATE: _____, 20_____

Name: _____ Todays Date: _____

Please bring all of the following information and verification that applies to each of your household members:

Start date for documents: _____, 20_____ thru _____, 20_____

- ☐ Application completed
- ☐ Utility bills – gas, electric, water, sewer, telephone, trash, cable, internet (circle each asking assistance)
- ☐ Cell phone: government free Y[] pre-paid Y[] mobile carrier Y [] monthly \$_____
- ☐ Credit card statements for dates listed below;
- ☐ Any other monthly obligations bills/statements (ie: Insurance, Auto Loans, Rent-to-own, etc)
- ☐ Check stubs, award letters, and/or other information of any income you may have;
- ☐ Food stamp information
- ☐ Child support order documents and payments;
- ☐ Receipts paid with cash that will not show on a pay card, credit card or bank statement;
- ☐ Pay cards and any other type of bank card – printout statements;
- ☐ Military background – DD214 (and benefit summary statement)
- ☐ Identification – driver's license or State issued identification card;
- ☐ Birth certificates for all minors
- ☐ Social Security Card for ALL members of your household, including minors;
- ☐ Copy of lease or mortgage (if asking for rental or mortgage assistance), and/or contract payments book, rent-to-own contract;
- ☐ Rental affidavit (if asking for rental assistance) filled out and certified by the landlord (blue paper)
- ☐ Verification of property taxes and homeowners' insurance if you own your property (if asking for mortgage assistance) or Rental Insurance if required to obtain by landlord;
- ☐ Verification of any properties that you may own (land or building)
- ☐ Verification of childcare and dependent care costs
- ☐ If you are unable to work, the physician's statement indicating that you are unable to work including the parameter of time the physician anticipates your inability to work;
- ☐ Proof of employment searches with login and password information provided (green paper);
- ☐ Workfare Paper (orange paper);
- ☐ WIC
- ☐ Other: _____
- ☐ Tax returns and W-2s and Documented Proof of Spending Funds (*Required January thru June*)