



CHECKLIST FOR NEW APPLICANTS

Please be sure to bring all verification requested to your appointment.

- **Current photo identification** on all adult family members (age 18 and older)
- **Income verification for all income** received. Examples include:
 - **Wage Statement from Employer** – Form attached and available at the reception desk. Check stubs are not sufficient.
 - **Social Security Benefits** – Obtain printout from your local Social Security Administration office.
 - **Veteran Benefits** – Obtain printout from your local Veterans Affairs office.
 - **TANF Benefits** – Obtain printout from local Division of Family and Children Services (DFCS) office.
 - **Child Support** – Form available at reception desk.
 - **Contributions** – Form available at reception desk.
 - **Alimony / Palimony (Common Law Spouse)** – Must have verification.
 - **Any other source of income** for the head of household and/or any family member must be reported. This includes any weekly, monthly, or bi-monthly contributions made by an outside person/source.
- **Assets**, if you have any. Certificates of Deposit (CDs), Checking Account (provide statement), Ownership (real estate, home, or land), any type of inheritance, and any banking activity must be reported. All verification should be no more than 90 days old from the date of the attached letter.
- **Birth Certificate or Official Proof of Birth** – Must be provided for all family members.
- **Social Security Card or printout from Social Security Administration** – Must be provided for all family members.
- **Family Composition** – Must provide marriage license, divorce papers, adoption papers, foster childcare papers, and legal separation papers.
- **Childcare Expenses** – This applies only to working head of household parents with children under the age of 13. Form available at the reception desk.
- **Elderly/Disabled Only** – Must provide verification of:
 - **Medical Expenses** – Form available at reception desk.
 - **Prescription Drug Expenses** – Form available at reception desk.
 - **Health Insurance Premium.**
 - **Medicare** – Statement showing payments on behalf of the applicant.
 - **Disability** – Form available at reception desk.
- **Student Status** – Verification must be provided for any family member who is 18 years of age or older AND a full-time high school student, or enrolled in college, university, vocational or trade school. Form available at reception desk.
- **All Adult Family Members** – All family members 18 years of age and older must accompany the head of household to the scheduled appointment.