

## REQUIRED DOCUMENTS CHECKLIST

Use as a guide when giving clients a list of documents over the phone or through mail

### IDENTIFICATION AND HOUSEHOLD COMPOSITION

- Photo IDs for all *adult* household members
- Social Security cards for *all* household members
- Birth certificates, passports, LPR cards, or certificates of naturalization for *all* household members
- Pregnancy verification completed by doctor or healthcare provider for any pregnant household member
- Disability verification or statement by a doctor or healthcare provider for any disabled household member
- Class schedule, registration verification, or other proof of student status for any adults in college or other institutions

### EARNED INCOME

- Employment pay stubs for *all* employed household members (most recent 1-2 months)
- Verification of employment termination for any household member who has recently lost employment or income
- Self-employment Profit and Loss statement, quarterly tax filing, business ledger, invoices, etc.

### UNEARNED INCOME

- Benefit summaries/award letters for unearned income:
  
  
  
  
  
  
  
  
  
  
- Termination or discontinuation notice for any household member who has recently lost unearned income or benefits

### ASSETS

- Current bank statements for all bank accounts (checking, savings, college fund, etc.)
- Account summary of any life insurance policy, pension, stocks, mutual funds, CDs, investments, etc.
- Verification of tax refund, settlement check, or other lump sum payment
  - Verification of how any lump sum payment was spent-down

### SHELTER EXPENSES

- Current rental/lease agreement or mortgage payment showing *address* and *monthly amount paid*
- Current utility bills
  - Electricity
  - Water/sewer
  - Gas
  - Phone (only one phone service, does not include cable or Internet bundle)
  - Maintenance
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### DEPENDENT CARE EXPENSES

- Verification of dependent care costs for dependent children or adults who cannot care for themselves

### MEDICAL EXPENSES

- Medical expense verification for applicants 60 or older or who are disabled