



This form is a guide to what may be required to process your application.
Information requested pertains to ALL household members.

ALL members of the household, 18 years or older, must be present at the appointment.

Please bring the following information that might apply to your case.
You may be asked for additional documents as needed for investigation.

1. Valid state issued driver's license or ID for all household members 18 years and older
2. Social Security numbers for all household members
3. Birth certificate for all household members under 18 years of age
4. Documentation of all household member's status in the United States if they are not a citizen
5. Current copy of your signed lease agreement
6. Doctor's statement if you, or a member of your household are not working due to medical reasons
7. Bank or pay card account transaction history printout for the last 30 days. We are not requesting a statement
8. Last year's tax forms



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Proof of all earned and unearned income for the last 30 days. Examples of this may include, but are not limited to:

1. Check stubs
2. TANF awards letter
3. Social Security, SSI/SSD letter of award for all receiving members of the household
4. Child support received (printout may be obtained from the clerk's office)
5. Statement from anyone who has loaned or given you money
6. Proof of any other countable resource (VA, pension, retirement accounts, grants, loans etc.)

Receipts, current statements, or payment ledgers for any bills, loans, or purchases for the last 30 days.

1. Rent/mortgage payments
2. Utilities (IPL, Citizen's, home/cellphone, internet, TV services)
3. Loans (car, payday, personal, school etc.)
4. Medical bills or prescriptions
5. Childcare, preschool, tuition, school fees
6. Rental payments for furniture, appliances, or electronics
7. Insurance (car, renters, life, medical, etc.)
8. Credit card bills
9. Storage units
10. **Receipts for any purchases made in the last 30 days**



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