

Income

- Four (4) Consecutive current check stubs
- New Employment-acceptance letter from employer reflecting date of hire, pay rate, how often paid, and how many hours worked per week with verifiable contact information
- Current social security award SSI, etc award letter – print date within the last 90 days
- Child support- 12 month print out
- Current food stamp award letter / TANF award letter/ Unemployment award letter
- Self employed- provide tax returns for current tax year and previous tax year
- Current tax year Tax Returns (1040 etc-) for all household members 18 and older. If a household member did not file taxes, provide an IRS transcript reflecting current filing status

Assets

- Three (3) Consecutive current bank statements- all pages must be included for checking, pre-paid accounts, app-based accounts (Cash App, Pay Pal, Chime, Apple Wallet, etc.), deposit accounts, and etc. TRANSACTION STATEMENTS, STATEMENTS WITH NO ACCOUNT HOLDERS NAME OR NAMES OF THE BANK ARE NOT ACCEPTABLE.
- Most recent statement for Saving account(s), stocks, CDs, 401K, property, trusts, life insurance policy with the cash out value and etc.

Household Identification

- Current state issued photo identification for all individuals 18 and older. If you have an appointment with the DMV to renew or update your state issued photo identification provide print out appointment
- Birth Certificates - if ordered a copy provide the receipt of the ordered document reflecting the name of the individual in which the birth certificate has been ordered
- Social security cards (if you have ordered a copy of the individual's social security card, you will be required to provide a copy of the ordered social security card)
- Permanent Residency, Green Card, etc- will need to provide the front and back of the card
- Marriage license or Common Law Affidavit
- Proof of Residency – current signed lease and current utility statement or notarized statement reflecting name of individuals residing in the home, address of the home, date residency began, and the homeowner or lease holder's name and contact information and current utility statement. If you reside in an extended stay provide the payment ledger reflecting the date of stay as well as the establishment's name and telephone number
- School registration- Documentation must reflect the student's name, school year, and name of school. If you attend higher educational institution- provide unofficial transcript and accepted and approved financial aid award letter

Paid Out of pocket Expenses

- Child care expenses- four month print out reflecting payment history reflecting the name of the child care provider/ contact information and the child's name receiving the care. If you are approved for Child Care Assistance (CCA)- provide current award letter. If an individual provides child care provide a notarized statement of the individual's name, address of child care services being provided, contact telephone number, amount of child care services, how often paid, and what form of payment is being provided.
- Medical expenses on behalf of those that are 62 and older or those that are disabled for a total of 12 months. Do not provide individual receipts. Obtain a print out on behalf of paid out of pocket expenses.

Do not remove, write over any information, or if it not legible it will not be accepted

Copies only- Do not provide original documents

***Copies of state issued photo identification, social security cards, birth certificates**

must be provided to move forward in the process.*