

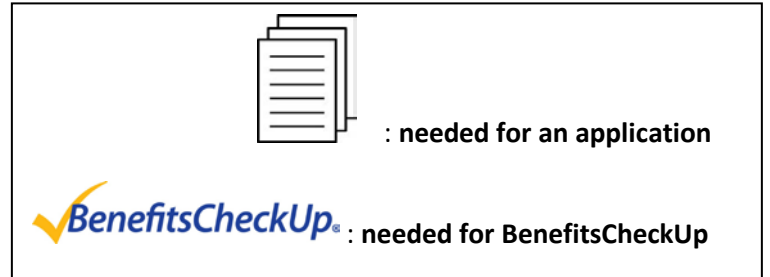


Information Needed for a Successful Screening and Completing an Application

Proof of Residency

Includes, but not limited to:

- Evidence of home ownership
- Lease or other evidence of rental
- Driver's license or vehicle registration
- Voter registration card
- Utility bills
- Receipt or cancelled check from rent or mortgage payment
- Employment record
- Signed statement from the landlord
- Collateral contact (unless homeless)



Proof of Identity

Includes, but not limited to:

- Driver's license
- State-issued non-driver's license ID
- Social Security card
- Voter registration card
- Employee identification card
- ID issued by the Public Housing Authority
- Previously issued benefits card

Proof of Citizenship

Includes, but not limited to:

- INS Form I-94 with codes and date stamps
- Employment Authorization Card (INS Form I-688B)
- Employment Authorization Document (INS Form I-766)
- Refugee Travel Document (INS Form I-571)
- Alien Registration Receipt Card (INS Form I-551)
- Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94

- Tribal Document or membership card (for Native Americans)
- DD Form 214 or current Military ID card (for Veteran status)

Proof of Income

Includes, but not limited to:

- Letter from employer stating (a) salary or pay; or (b) wages and hours worked
- Employment Income - pay stubs showing gross amounts (before taxes and deductions) for at least 30 days
- Self-employment - business receipts, accounting or other business records
- Workers Compensation - copy of the benefit check or stub
- Unemployment Compensation - UCB check stubs (30 days if applicable) or award letter
- Insurance (Health and Life) - policy documents, insurance cards
- SSDI or SSI Payments - award letter
- Retirement Income
- Social Security (OASDI) payment - award letter
- Child Support or Alimony Income - court documents
- CFSA Stipend or Federal Foster Care Payment - award letter or check stub
- Other Income such as Rental or Room and Board Income (written statement from roomer or boarder, accounting records, lease or contract, or rent receipt book) or Property Related Income

Proof of Assets

Includes, but not limited to:

- Checking, Savings (or Credit Union Draft/Share) Accounts - monthly statement
- Savings Certificates, Certificates of Deposit (CDs), or Bonds - certificate or bond
- Stocks or Bonds - certificates
- Cash on hand
- Personal Property - the values for items like campers/trailers, non-motorized boats, utility trailers not used for business
- Pension plans or retirement accounts - the value minus any withdrawal penalties
- Life insurance - the cash surrender value, not the amount that would be received because of the death of the insured person
- Vehicle (second or more)- Blue book or NADA book wholesale (trade-in) value or loan statement/payment book
- Other Assets