



# ELIGIBILITY: APPLY

## Required Household Documents

If you are contacted for an interview, you will be asked to bring original documents that verify the people in your household.

1. Marriage Certificate
2. Birth Certificate for everyone who will live with you.
3. Social security card for everyone who will live with you.
4. Verification of immigration status if applicable
5. Proof of present address for the past three months which can include utility bills or a post marked envelope sent to you
6. **Proof of rent payment/utilities payment.** Bring your rent receipts for the last six months (Receipts must have the amount of rent). Rental lease ( if you have one) and last gas and/ or electric bill
7. **Landlord/Owner information:** Bring the name, address and telephone number of your Landlord (property owner) for residences you lived at the past 3 years. You must bring this information even if you are/were doubled-up in someone else's apartment
8. Documents showing all other family income received in the last 12 months.
  - a. Social Security/SSI Income:
    - i. Social Security award letter
    - ii. S.S. I. award letter



# ELIGIBILITY: APPLY

The SSA/SSI benefit letter must be dated within 60 days of the interview. If you do not have benefit letter dated within 60 days of the interview, a current SSA/SSI benefit letter may be obtained by calling SSA at 1-800-772-1213 or by going online at [www.ssa.gov](http://www.ssa.gov). From the main page of the website, the beneficiary can click on “Get a Proof of Letter” and follow the instructions on the page to complete a request for “All benefit information available”.

- b. **Public Assistance Income/Food Stamp:** If you receive Public Assistance and/or Food Stamps please bring to the interview the most recent budget/food stamps letter. If you do not have the budget letter, we will verify the Public Assistance income directly from the NYC Human Resource Administration.
- c. Other Income
  - i. Employment (pay stubs, W-2 forms)
  - ii. Pension award letter
  - iii. Unemployment insurance benefits letter
  - iv. Child Support Payments
- 9. Documents showing assets for the last 12 months.
  - a. Bank books or bank statements
  - b. Verification of interest/dividend income such as last year’s 1099-INT/DIV
  - c. Stock broker summary/statement of stocks, bonds or mutual funds
  - d. Copy of stock or bond certificates