REQUIRED DOCUMENTS

Christian Community Action

FAX: 972-219-4330

PLEASE CALL 972-436-HELP TO MAKE AN APPOINTMENT AND BRING IN THE FOLLOWING DOCUMENTS:

Proof of current address (one these items)
____ Current lease (landlord letter if lease does not exist)
____ Current mortgage contract or coupon

Identification on all household members (Social Security cards, if the family member has one)
____ Driver's license
____ State identification card
____ School identification card
____ Passport
____ Social Security cards
____ Birth certificate

Documentation showing that all dependents live with you (A current lease is ideal if all are listed. If they are not listed, one document for each family member.)
____ Current Medicaid card
____ Report cards/current school records
____ Immunization records
____ Court documents

Proof of all income (bring all below if you receive:)
____ Paycheck stubs from each employed person in household
____ Award letters from state and federal agencies as applies to your household
     TANF, Social Security, unemployment, food stamps
____ Letter from employer(s)
____ Check copies
____ Child support
____ Other_____

Proof of all expenses (bring all that apply to your household)
____ Mortgage/rent
____ Utility bills – cable, telephone, electric, gas, water
____ Child care
____ Auto(s) payments
____ Auto insurance
____ Credit card(s)
____ Other paid receipts _____

Documentation on any crisis (bring all that apply to your household)
____ Doctor's letter
____ Police/fire reports
____ Paid receipts for unusual expenses

Failure to bring required documents will delay process. It is possible that you may be required to submit more documents to show proof of a financial need during the interview. This interview does not guarantee all requested assistance.

Date _____ Signature _____

If documents are not received by _____, case will be closed. If you do not return documents on time, it is possible that you will not be able to make a new appointment for up to 90 days.