

Documentation Check List

Identity and Age (Identity and Age needs to be established for each person in the household)

Primary Documents (Only need one document)

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Driver's License
<input type="checkbox"/> Marriage Certificate with date of birth
<input type="checkbox"/> Immigration or Naturalization Certificate | <input type="checkbox"/> Hospital Certificate of Birth
<input type="checkbox"/> Prior Public Assistance or Medicaid Card
<input type="checkbox"/> Photo I.D.
<input type="checkbox"/> U.S. Passport |
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Secondary Documents (Need at least two documents)

If the applicant does not have any of the above primary documents, secondary documents are required

- | | |
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| <input type="checkbox"/> Baptismal Certificate
<input type="checkbox"/> Social Security Card
<input type="checkbox"/> Military Discharge Papers
<input type="checkbox"/> School Records
<input type="checkbox"/> Hospital Clinic card
<input type="checkbox"/> Deeds, Mortgages or other records of home ownership | <input type="checkbox"/> Naturalization letter
<input type="checkbox"/> Voter Registration Card
<input type="checkbox"/> HS/College Diploma
<input type="checkbox"/> Life Insurance Policy
<input type="checkbox"/> Statement from another person |
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Citizenship and Legal Alien Status (Only need one document)

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Hospital Records
<input type="checkbox"/> Military Service Records
<input type="checkbox"/> INS Documentation | <input type="checkbox"/> Baptismal Certificate
<input type="checkbox"/> U.S. Passport
<input type="checkbox"/> Naturalization Certificate
<input type="checkbox"/> Citizenship Papers |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Social Security Number (For each applying member)

- | | |
|-----------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Official correspondence from SSA |
|-----------------------------------------------|-----------------------------------------------------------|

Residence

Primary (Only need one document)

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Current rent receipt
<input type="checkbox"/> Recent utility bill in your name at listed address
<input type="checkbox"/> Statement from non-relative landlord | <input type="checkbox"/> NYC Real Estate Tax bill
<input type="checkbox"/> Current lease
<input type="checkbox"/> Mortgage Records/Book |
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Secondary Documents (Need at least two documents)

If the applicant does not have any of the above primary documents, secondary documents are required

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Statement from another person
<input type="checkbox"/> School records
<input type="checkbox"/> Telephone Directory | <input type="checkbox"/> Current mail
<input type="checkbox"/> Physician records
<input type="checkbox"/> City Directory |
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Documentation Check List

Resources (bring all documents which apply)

- Current bank records for all accounts: Savings, Checking, CD's, IRA's, etc.
- Current Credit Union Records
- Stocks, Bonds, Certificates, Mutual Funds
- Trust Fund agreement or court records
- Non-homestead Property, including: deeds, public real estate records
- Life Insurance Policy, with conversion chart
- Burial Fund, records
- Burial Plot, deeds
- Funeral Agreement
- Property Deed, if own home
- Motor Vehicle - any one of the following: Registration, Title, Appraisal
- Lump Sum Payment

Other Documents

Medical Expenses:

- Health Insurance Premium payments
- Unpaid medical bills

Childcare Costs:

- Statement from provider of child/dependent care

Marital Status (Prove marriage, divorce, separation or death)

- | | |
|--------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Separation Agreement |
| <input type="checkbox"/> Divorce Decree | <input type="checkbox"/> Death Certificate |
| <input type="checkbox"/> Social Security records | |

Absence of Parent

- | | |
|--------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Divorce papers | <input type="checkbox"/> Proof of remarriage |
| <input type="checkbox"/> Death Certificate | <input type="checkbox"/> Military records |

Income

If employed, bring all documents which apply

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|--------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Current wage stubs - past 8 weeks | <input type="checkbox"/> Statement from roomer |
| <input type="checkbox"/> Letter from employer | <input type="checkbox"/> Border, Tenant |
| <input type="checkbox"/> Current income tax return | <input type="checkbox"/> Business records |
| <input type="checkbox"/> If self-employed, last Federal income tax | <input type="checkbox"/> Income tax records |

Documentation Check List

If unemployed, bring all documents which apply

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|--------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> | Current unemployment benefit check |
| <input type="checkbox"/> | Current unemployment award certificate |
| <input type="checkbox"/> | Official correspondence with NYS Department of Labor |
| <input type="checkbox"/> | Current award letter from the source of income |
| <input type="checkbox"/> | Statement from person who is supporting you, or providing in kind benefits |

If retired, disabled, or receiving survivor's benefits, bring all documents which apply

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|--------------------------|-------------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Current SSA Award certificate | <input type="checkbox"/> | Current SA Benefit Check |
| <input type="checkbox"/> | Current VA Award certificate | <input type="checkbox"/> | Current VA Benefit check |
| <input type="checkbox"/> | Pension Benefit | <input type="checkbox"/> | Current Worker's Compensation |

If earning interest on savings or dividends:

- | | | | |
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| <input type="checkbox"/> | Bank statement | <input type="checkbox"/> | Statement form Broker |
| <input type="checkbox"/> | Credit Union records | | |

If receiving child support:

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|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Family Court records |
| <input type="checkbox"/> | Statement from person paying support |

Food Stamps and Public Assistance

Shelter costs (only one document needed)

- | | | | |
|--------------------------|--------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Current lease | <input type="checkbox"/> | Current Rent Receipt |
| <input type="checkbox"/> | Hotel Rent Receipt | <input type="checkbox"/> | Landlord Statement |
| <input type="checkbox"/> | NYCHA Rent Book | <input type="checkbox"/> | Mortgage Book/Records |

Utility Bills (provide all that apply)

- | | |
|--------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> | Recent bill for heating (last 3months), if pay for heat separately |
| <input type="checkbox"/> | Recent bill for utility payments |
| <input type="checkbox"/> | Recent bill for telephone |

Household size

- | | | | |
|--------------------------|----------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | School records | <input type="checkbox"/> | Current Medicaid Cards |
| <input type="checkbox"/> | Clinic cards or hospital records | <input type="checkbox"/> | Statement from non-relative landlord |