

Verification Checklist

YOU MUST PROVIDE THE FOLLOWING INFORMATION FOR THE FOOD STAMP, MEDICAID AND TANF PROGRAMS (BENEFITS):

Provide birth certificates for everyone receiving benefits in household
Provide current picture ID for all adults >18 years old and social security cards for everyone receiving benefits in household
Provide immunization form 3231 for all children <6 years old and not in kindergarten {TANF only)
Verification of pregnancy/EDD

If you are working you must provide:

If you are paid weekly -the last 4 consecutive weeks of pay stubs
If you are paid bi-weekly -the last 2 consecutive weeks of pay stubs
If you are paid semi monthly -last 4 consecutive weeks of pay stubs
If you are paid monthly -the last 2 consecutive pay stubs
If you are paid in cash -the Verification of Earned Income form {Form 809) must be obtained from our office and completed by your employer verifying the last 4 consecutive weeks

If you are self-employed -receipts of earnings/expenses
If you are no longer employed within the past 90-days, a separation notice is required

If you receive any of the following unearned income you must provide:

If you receive SSI or SSA -provide a current award letter
If you receive unemployment benefits -the last 4 consecutive weeks of pay stubs
If you receive workmen compensation -provide letter with contact number
If you receive financial contributions or loans {anyone giving you money}-provide letter with contact number
If you receive vendor payment {anyone paying your bills)-provide letter with contact number
If you receive child support {paid directly to you}-provide written statement with monthly amount
If you receive child support {paid through court}-provide verification of amount
If you receive VA benefits -provide copy of current award letter with monthly amount

Copy of current tag registration receipt for all vehicles including jointly owned vehicles
Provide checking/savings account statements
Current lease/mortgage statement
Current utility bills
Verification of child care expenses
Verification of child support paid out