

**You MUST bring all of the following applicable documents in order to submit an application and make an appointment to be seen by an intake worker:**

**Identification:**

1. Photo ID
2. Social security card

**For Utility Assistance**

1. Provide a copy of your most recent utility bill or shut off notice

**Proof of Income:**

1. Proof of income and wages for ALL household members who are 18-years of age or older within the last 30-days. Acceptable documents include:
  - Most recent paystub(s) showing year-to-date earnings
    - 2 paychecks if paid bi-weekly; 4 paychecks if paid weekly
  - If year-to-date earnings are not included on the paystub, then **also** submit a letter from the employer stating year-to-date earnings
  - If you are a new employee and do not yet have a paystub, then submit a letter from your employer stating your hire date and salary
2. **ALL** forms of benefit income including (**but not limited to**) pension, social security, SSI, SSD, unemployment, welfare, and survivor benefits
  - Submit award letter(s)
  - Copies of the most recent benefit check(s) will be accepted
3. Proof of child support
  - Submit a copy of the written agreement stating the amount of financial support and the period of time over which it will be received
  - Submit evidence of receipt of payment (such as a copy of the most recent bank statement showing deposit amounts)
4. COMPASS printout stating any benefits received (including SNAP and Cash Assistance)
5. Other