

REQUIRED ASSISTANCE VERIFICATION

In order to determine your eligibility for assistance, additional documents are required. Please provide these documents along with your application. If you are unable to provide when submitting your application, please be aware your application **CAN'T** be completed until all verification is provided. If you have any questions regarding the required documents or have problems obtaining them, please contact the **Housing Services Coordinator** at **(940)322-5281**.

REQUIRED DOCUMENTS	REQUIRED FOR THE FOLLOWING PERSONS IN THE HOUSEHOLD	EXAMPLES OF ACCEPTABLE PROOF
Identification (ID)	Person submitting application and person on the name of the bills/lease for which assistant is requested	Unexpired Driver's License, State ID, Visa, Passport, birth certificate, etc. (Any ID that does not have a picture, such as a birth certificate must provide additional ID with a picture such as school ID, job ID, etc.)
Residency	Person submitting application	Driver's license, State ID, utility bill (no older than 45 days-no cell phone bills), copy of lease, rental agreement, public assistance letter, support statement
Income	All persons considered members of the household 18 and over	Most recent paystubs (4 if paid weekly, bi-weekly and semi-monthly, and 2 for monthly), Letter from TANF, SSA or Child Support, Workers Comp, Pension statement, Support statement (with donor's name, address, phone number and amount provided and how often)
Assets	All persons considered members of the household 18 and over	Most recent bank statement including checking, savings, etc.
Social Security Number	All household members	SS card, letter, official document with SSN listed
Immigration Information	Non-U.S. Citizens (Please note: At least one person in the household must be able to provide)	Employment Authorization card, 1-94, Visa, Passport or other documents from INS
The verification requested below is dependent upon the type of help you are seeking		
Utility Bill Assistance	Recent bill or termination of service notice	
Rent Assistance	Notice of late payments or eviction notice	
Rapid Re-housing Assistance-Verification of Homelessness	Statement from shelter, Support statement from person providing housing, motel/hotel receipts	