



### **Application Checklist:**

Please use the checklist below to ensure you are submitting all required documentation. Check each box that applies to you and include all the paperwork

**1. Complete both pages of the application, listing ALL household members living in your home.**

**2. Social Security cards for all household members (must be one of the choices below)**

- Copy of social security card
- Previous year W2 or 1099 (only a W2 and not a tax return)
- Printout from DCS or Food Stamp office if it lists the complete SSN on their letterhead.
- Driver license with a star in the right-hand corner

**3. Photo ID for the person signing the application.**

**4. Income documentation for all adult household members ages 18 and older for the past 3 months.**

**Examples below are a guide, but not limited to:**

- A most recent pay stub showing gross income for the year/past three months (YTD).
- If you have not been working any months in the past three months we need a zero income form filled out for each family member who is over 18 and has not work in any month in past three months
- Social Security income, which can be a yearly benefit letter or a most recent bank statement showing deposit.
- If any adult(s) has zero income for any or all of the past 3 months, a Zero Income Affidavit. ALL questions answered, how you pay your rent? Who helped you? How you pay your Utility bills? How you are buying food and personal items?

**All questions must be filled out or your application will be on hold until it is completed correctly. MUST be fully completed for that adult.**

- If 18 or older, unemployed, and attending High School or college full-time, documentation such as a class schedule or current report card are required.
- Any adult receiving SS income for a child must produce income verification for themselves. \ If not working fill out the zero income form.
- Unemployment – A Request for Earnings Information form must be completed for each adult in household who is working.
- CARES Act Benefit – If a household member was financially affected by job loss due to COVID 19, the household member must complete a Request for Earnings Information form as well as a formal written and signed statement on business letterhead from the employer stating you were laid off or hours reduced due to COVID 19 and an Indiana Workforce Development form signed.

**5. Utility Bill(s):** Complete copies of gas (or heat source) and/or electric utility bill(s) must be provided.

IMPORTANT NOTICE: All services are provided without regard to race, age, color, religion, sex, disability, national origin, ancestry, or status as a veteran.



Included in Rent - A Landlord Affidavit is required ONLY IF a utility is included in the rental payment. Your Landlord must complete this form, including the monthly rental payment. You must pay at least \$1 in rent to qualify.

**6. Absent household Member** – This form MUST be completed IF a person not living in the household is listed on any documentation. (e.g., utility bill, bank statement, SS letter)

**Other Important Information:**

Veteran: If any member of the household is a veteran, please provide documentation, such as a DD Form 214, VA benefit documentation, or military

identification reflecting current or previous duty. (Veteran's Administration Identification Card (VIC) is not allowable.)

If pregnant, documentation from your physician is required to show the estimated due date. Please list "unborn baby" as a household member on your

**Application.**

Child Support: If you pay child support, proof of payment amount must be provided. Examples include a pay-stub, bank statement, garnishment,

or proof from a government agency.

Renters/Homeowners: A Landlord Affidavit is only necessary if utilities are included in rent.

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