



Giving Hope ♥ Helping Families ♥ Blessing Lives

## **MANDATORY DOCUMENTS REQUIRED**

**(Effective November 18, 2017)**

- Rental Agreement and a copy of a utility bill with the same address, or if renting a room only a signed letter from the property owner. If no rental agreement or if you own your home, we will need 2 utility bills with your address.
- **Proof of All Income:**
  - Passport to Services from DPSS which includes Cash Aid and Foods Stamps (Current Month). **We will no longer accept NOA for Cash Aid and Foods stamps!!**
  - Current Check Stubs for One Month Income
  - Unemployment Check Stubs / Denial Letter
  - Social Security Award Letter (Current Year)
  - Income in Kind and/or Sworn Statement of cash earnings. (Sign Pantry Affidavit Form)
  - Court Ordered Child/Spousal Support
  - Retirement, Annuity, School Grants
- ID's & Social Security cards for All Adults (18 years and older) **IN THE HOME**
- SS Cards (U.S.A. born) or Birth Certificates (born out of the U.S.A.) for all CHILDREN under 18 years in the home
- Head of household must apply for assistance.