

**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 pantry form from the property owner (Pantry Room Rental Form Required). 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.