

“ITEMS TO BRING TO YOUR APPOINTMENT”

The Housing Authority requires that you provide updated information regarding your family composition, income, assets and allowance whenever there is a change. You must come prepared to submit all required verification at your office appointment. FAILURE TO DO SO MAY RESULT IN THE DELAYING OF YOUR HOUSING ASSISTANCE.

(ALL VERIFICATION MUST BE CURRENT)

VERIFICATION SUBMITTED FROM OTHER AGENCIES MUST:

- Be an original award letter;
- Be signed and dated by the individual who can verify the information submitted;
- Be submitted on agency/company/business letterhead

INCOME:

- Notice of Action from the Department of Social Services
- Social Security/SSI
- Retirement/Pension/Annuity (i.e.: quarterly, monthly, or yearly statements)
- Veterans benefits
- Child support (i.e.: 3 check stubs, quarterly statements, notarized statement from absent parent, divorce decree - **PLEASE BRING YOUR CHILD SUPPORT “SELF SERVICE” PIN NUMBER**)
- Family contributions (i.e.: notarized statement from family member)
- Federal Income Tax return (form 1040 & W-2's)
- Self Employment (monthly ledger, including expense receipts by month, tax return)
- Employment (if applicable-attached form must be verified and returned at your office appointment, plus your last 6 pay stubs)
- Workman's Compensation
- State Disability

ASSETS:

- **Bank Statements - SIX (6) current bank statements for all accounts;** checking, savings, CD's, etc. **(statements generated from your computer are NOT acceptable)**
- Stocks (Verification must contain total number of shares, price/share and dividends earned)
- Trusts deeds and notes
- Real estate (value of property owned, equity)
- Bonds (value of each bond based on date and series)
- IRA'S
- Life Insurance (Policy #, Name & address of Provider)

VITAL STATISTICS AND PERSONAL INFORMATION :

- Driver license/photo ID (for all members over 18 years of age)
- Valid vehicle registration form
- Declaration of citizenship/lawful resident status
- Marriage license
- Divorce decree
- Legal separation
- Child custody order
- Birth certificate, social security cards (front and back)
- DD 214 if Veteran and claiming Veteran status
- Statement from an organization that can verify “homeless” status if claiming

EXPENSES/ALLOWANCES:

- Verification of student status(if over 18 years of age) **BRING YOUR LOG-IN & PASSWORD TO OFFICE VISIT TO ACCESS YOUR STUDENT STATUS VERIFICATION ON LINE.**
- Utility bills (most current monthly) Utility bills must be in your name otherwise, you will not receive a utility allowance at your Annual Recertification.
- Declaration from Child-Care provider (must include SSN if individual is not a licensed provider)
- Child-Care receipts for last three months
- Medical expenses (applies to Elderly and Disabled persons only)
 - Insurance premiums (last 3 months)
 - Payment plans (current accounts only)
 - Prescriptions (computer printout from the pharmacy for the last 12 months)
 - Share of cost (primary Medi-Cal/CMSP information printout from D.S.S.)
 - Medicare deductible
 - Medicare premium/monthly
 - Disability assistance