

To speed up the processing of your application, turn in proof of the following items with your application. You may also bring proof with you to your interview. Your workers will help you obtain these things if needed.

Proof of Alien or Citizenship Status such as (original documents required if applying for Health Care Coverage):

- Resident Alien Card (Form I-551)
- Employment Authorization Card (Form I-688A)
- American Indian/Alaskan Native Tribal Document
- Birth Certificate (if born in the United States)
- Temporary Resident Card (Form I-688)
- Arrival-Departure Record (Form I-94)
- Passport

You will be asked to provide information about the citizenship or immigration status for all persons for whom you want to receive assistance. This information may be subject to verification by the United States Citizenship and Immigration Service (USCIS), and that the submitted information received from USCIS may affect the household's eligibility and level of benefits. **For HCC, verification will be required if not available through electronic notifications.**

For CCAP, HCC, and SNAP: if any of these persons do not want to give information about their citizenship or immigration status, they will not be eligible for benefits. These persons must provide their financial information to determine eligibility for other household members. Other household members may still get benefits if they are otherwise eligible. We will not share alien or citizenship information about non-applicants with the United States Citizenship and Immigration Service (USCIS).

For TANF: if an individual who is required to be included in the TANF household does not want to give information about their citizenship or immigration status, the entire household will be ineligible to receive benefits.

Proof of the value of current assets such as:

- Annuities
- Business Accounts
- Certificates of Deposit
- Checking/Savings/Credit Union Accounts
- IRA/401K/KEOGH plans
- Life Insurance
- Real Property (Land, Rental Property, etc.)
- Savings Bonds
- Stocks/Bonds/Mutual Funds
- Trusts

If only applying for Child Care Assistance or Health Care Coverage for families with children and non-disabled adults between the ages of 19 and 65, you do not need to report or bring records of your assets.

Proof of most current expenses such as:

- Child/Dependent Care
- Court Ordered Payments (Child Support, Spousal Support, Health Insurance Premiums, Other Support)
- Medical or Health Insurance Premiums (if applying for SNAP only, you do not need to provide information for household members under age 60 unless they are disabled.)
- Utility/Shelter Expenses (if applying for SNAP)
 - Heating and Cooling Costs
 - Home Owner's Insurance
 - House Payment (Mortgage)
 - Other Utility Bills
 - Property Taxes
 - Rent (Receipt, Lease Agreement, Housing Assistance Contract)
 - Telephone Bill

If only applying for HCC for families with children and non-disabled adults between the ages of 19 and 64, you do not need to provide expense information.

Proof of most current income (last month and this month) such as:

- Bonuses
- Child Support
- Commissions
- Lease Income
- Money from Friends, Relatives, or Others
- Pay (Pay Stubs or Employer Statement)
- Pension/Retirement Benefits
- Rental Income
- Self-employment Income (most recent copy of Federal Income Tax Form)
- Social Security Benefits
- Spousal Support
- SSI (Supplemental Security Income)
- Unemployment Benefits
- Veteran's/Military Benefits
- Workers Compensation

For HCC, proof will be requested if the information cannot be verified through our electronic verification sources.

Proof of other information such as:

- Identity (Birth Certificate, Driver's License, Work or School ID, American Indian/Alaskan Native Tribal Document, Passport - original documents required if applying for Health Care Coverage)
- Age (Birth Certificate, Driver's License)
- Residence (Rent Receipts, Utility Bills, Lease)
- Social Security Numbers (card or proof of application for SSN)
- Verification of Pregnancy (Doctor's statement or due date)

For HCC, proof will be requested if the information cannot be verified through our electronic verification sources.

To learn when you may get assistance, go to the General Information section of the Guidebook. If you have questions, contact your local human service zone office.