



### CHECKLIST

All documents **MUST** match the application information. Some documents may check multiple boxes.

\_\_\_ **Photo ID** for all adults (18 and over)

\_\_\_ Social Security Cards or letter from the Social Security office showing the SSN

(NO OTHER PROOF WILL BE ACCEPTED)

\_\_\_ **Proof of US Citizenship** for all children under 18 (birth certificate; passport or passport card; Native American tribal card; certificate of naturalization; certificate of citizenship)

\_\_\_ If applicable: **Proof of Qualified Alien Status** (lawful permanent resident, cross border North American Indian, asylee, refugee, Cuban/Haitian entrant; paroled into U.S. for at least one year; deportation being withheld; battered immigrant spouse/children; victim of trafficking; members of armed services or veterans)

\_\_\_ **Proof of Delaware Residency** via

- a. Current driver's license with current address
- b. Or non-driver ID card, with current address
- c. Or mortgage statement
- d. Or lease
- e. Or utility or cable bill
- f. Or bank statement / state / federal correspondence showing DE address

\_\_\_ **Proof of Occupancy** via:

- a. Owners: deed or title and county taxes
- b. Renters: complete and current copy of: lease, subsidized rent recertification, or a landlord verification form.

\_\_\_ **Proof of Income** via, as applicable:

- a. Paystubs for the last 3 months,
- b. Year-to-date pay stub if a household member has worked at the same company for 1 year or more.
- c. Proof of tax records for self-employed
- d. NO INCOME DECLARATION from State Service Center
- e. Proof of Disability Documentation
- f. Benefits Income (SSI, SSD, Unemployment, Pension, Child Support, General Assistance, TANF, SNAP, Other)

\_\_\_ **Energy Usage** via

- a. Attach current copies of your electric, natural gas, and propane bills with current address and account numbers

\_\_\_ If applicable: **Current Class Schedule** for any household member listed who is 18+ and in college

#### CLIENT REMINDERS:

- We cannot process your application until we have ALL the following documents.
- We will not return any documents so please DO NOT provide Originals