

## Required Documentation for Interview/Annual Recertification

In order to successfully complete the interview process, the following documentation will be needed:

We will verify the following from all household members 18 years of age and older (if applicable):

### Income:

- If self-employed: last year's Federal and State tax returns (W2 and 1040 or 1099)
- Social Security Benefits and/or SSI Benefits Award Letter
- Disability Benefits
- Retirement Pension
- Veterans Benefits Award Letter
- Unemployment Benefits
- Employers name, address, telephone number and fax number
- New Employment Hire Letter
- Six (6) Most Recent Pay stubs or most recent earning statements
- Public Assistance Budget Letter
- Child Support Payments – Name and address of person giving support
- Copy of Court Ordered Alimony/Child Support Payments
- Any documentation showing proof of other sources of income

### Assets:

- Savings Account (most recent statement)
- Checking Account (last six (6) months of statements; all pages)
- Stocks/Bonds or Treasury Bills
- Certificates of Deposit (CD) or Money Market Account(s)
- IRA/Lump Sum Pension/Keogh Account/401K Plan
- Whole Life Insurance Policy

### Allowances:

- Proof of Childcare and/or Handicapped Care Expenses
- Verification of Full Time Student Status (if over 18)
- Medical Expenses (Only if 62 or older, handicapped or disabled)  
Only out-of-pocket expenses that are anticipated for the next 12 months, and will not be reimbursed by any outside agency.

**Current picture ID showing Lakeview address will be required at the time of the interview**

