



# AREA IV AGENCY

## ON AGING & COMMUNITY ACTION

### COMPLETED APPLICATION CHECKLIST

Use this checklist to make sure your application includes all documents and will be accepted for processing.

#### 1. SOCIAL SECURITY NUMBERS CONFIRMED

- Copy of Social Security cards for all household members. *The following can also be submitted as SS# documentation: State Issued Real ID, Passport, Current W-2 or 1099, Social Security Benefit Statement. **MEDICARE CARDS DO NOT INCLUDE SOCIAL SECURITY NUMBER SO THESE ARE NOT ACCEPTABLE.***

#### 2. PHOTO ID NECESSARY

- FOR THE PERSON THAT SIGNED THE APPLICATION.**

#### 3. INCOME: We must have one or more of the following for all household members who are age 18 and older

- Three months-gross income for the previous three months. **(check stubs for all jobs held during this time period).**
- A letter from your employer (on Business Letterhead stating time period of employment and gross wages earned that is **signed** by the employer.
- If receiving Unemployment Benefits, please complete a Dept. of Workforce Development release form so we can request a Last Known Employer report.
- If neither of the first two items are available, (even if only missing one month) the Zero Income Verification Affidavit must be completely filled out and signed.
- If an 18 yr. old in the household is still in school, please provide the school schedule.
- If self-employed or have rental income etc., please submit your **2020 or 2021 1040 Federal Tax Form, schedule 1, and schedule C or SE (SIGNED).**

#### 4. IF YOU ARE RENTING AND ONE OR BOTH OF YOUR UTILITIES ARE INCLUDED IN YOUR RENT, ONE OF THE FOLLOWING IS NECESSARY:

- A Landlord/Housing Affidavit must be completed by the landlord.
- A current, signed lease will be accepted if the landlord is not able/willing to complete the Landlord Affidavit.

**CURRENT UTILITY BILLS:**    Gas    Electric    Bulk fuel statement