

ITEMS TO BRING TO YOUR INTERVIEW FOR APPLICANTS

ALL VERIFICATION MUST BE THIRD PARTY, PLEASE USE RECOMMENDED VERIFICATIONS (OR THE EQUIVALENT) AS LISTED BELOW.

You must supply all information that you report on your application and it must be current documents dated **WITHIN THE LAST 60 DAYS**.

INCOME AND ASSETS:

- 1) **EMPLOYMENT INCOME:** *For every member of your family that works, bring the following:*
 - ✓ Written verification from employer of gross income and number of hours worked per week.
 - ✓ Verification of other types of income you expect to receive from employment such as tips, commissions, bonuses, etc.
- 2) **BENEFIT AND SUPPORT INCOME:** *If any member of the household receives any of the following income, bring written verification of the source of income and information stating the amount received.*
 - ✓ Unemployment compensation (*benefit letter from agency*)
 - ✓ Social Security or Supplemental Social Security (*benefit letter from Social Security Office*)
 - ✓ Pension (*Letter stating benefits*)
 - ✓ Disability Income (*letter stating benefits*)
 - ✓ Alimony (*Documentation from Divorce Decree/Court documentation*)
 - ✓ Child Support (*printout of payments from child support office*)
 - ✓ Welfare/Public Assistance (*Verification from Caseworker*) i.e. Food Stamp Notice, K-Tap Notice
 - ✓ Workers Compensation
 - ✓ Work Study
 - ✓ Any regular contributions/support from family or friends (written statement from contributor)
- 3) **AMOUNTS IN CHECKING AND SAVINGS ACCOUNTS:** *Bring bank statements for each of the accounts you have:*
 - ✓ Checking
 - ✓ Savings
 - ✓ Certificates of Deposit
 - ✓ IRA
 - ✓ KEOGH Accounts
 - ✓ Stocks, Bonds, Trusts
 - ✓ Annuities
- 4) **REAL ESTATE OWNED (OR SOLD IN LAST 2 YEARS):** Bring information about current value of property. If you rent out property, bring address of property and information verifying income you receive, and expenses for, the property.
- 5) **STOCKS, BOND TRUSTS, and INVESTMENTS:** Verification must include account numbers and statement of value of investments, including any income received from investments.
- 6) **EDUCATIONAL GRANTS, LOANS, and SCHOLARSHIPS:** If any member of the household receives financial aid, bring verification of the total amount of assistance and purposes for which assistance is used. Provide name, address, and telephone number of institution providing educational assistance.
- 7) **OTHER INCOME:** Any type of income not listed above, bring name, address, and telephone number of the source of income, in addition to specifying amount of income received.

HOUSEHOLD MEMBER INFORMATION

- 1) **AGE:** Provide birth certificates all household members and drivers' license/state ID for all adult members. It is current law in the State of Kentucky that you must update your Drivers' License/ID to your current residence within 30 days of moving. If you claimed the **ELDERLY** preference on your application upon selection from the waiting list you will have to provide documentation that you qualified for the **ELDERLY** preference at the time you originally applied. This information **MUST** be provided to the PHA **at the eligibility appointment**. A voucher will not be issued until your preference has been properly verified. If it is determined the family is not eligible for the preference you will be returned to the waiting list as of the original date and time you applied. Valid proof of your age could be verified through your birth certificate or ID. Remember to qualify for the Elderly preference you must have no other adult household members in your household. You are the sole person of the household.
- 2) **CHILDREN:** Birth Certificates, custody agreements, adoption papers, or other proof that children are members of the household.
- 3) **SOCIAL SECURITY CARDS:** Original Social Security cards for each member of the household.
- 4) **FULL-TIME STUDENTS:** Household members aged 18 or older that are full time students must provide verification of the school attended (current school schedule or letter verifying school attendance).
- 5) **HANDICAP OR DISABILITY:** Upon selection from the waiting list you will have to provide documentation that you qualify for the **DISABLED** preference if you claimed that on your application and that it was in effect at the time you originally applied. This information **MUST** be provided to the PHA **at the eligibility appointment**. A voucher will not be issued until your preference has been properly verified. If it is determined the family is not eligible for the preference you will be returned to the waiting list as of the original date and time you applied. Valid proof of a Disability includes Social Security paperwork or a signed and certified Certification of Disabled Status form that includes the date you/family member became disabled. Disability preference pertains to ANY household member.
- 6) **DISPLACEMENT:** If you have been displaced by government action, provide verification of the situation.

EXPENSES

- 1) **OUT OF POCKET MEDICAL EXPENSES** (elderly and disabled families only): provide verification for all anticipated medical expenses for the next twelve months, including medical insurance premiums or amounts deducted from your income.
- 2) **CHILD CARE EXPENSES:** Verification of expense paid to care for children/dependents while you work or attend school, including expense paid to care for a handicapped/disabled family member while at work or school.

OTHER VERIFICATIONS

COPY OF MARRIAGE LICENSE: if currently married

COPY OF DIVORCE DECREE: if divorced

Last 3 months of utility bills

If you have questions concerning any of the above requirements, please contact our office at (859) 261-5200

If you have any questions regarding Drivers' License/ID requirements please contact Circuit Clerk at 859-292- 6311