

ITEMS TO BRING TO YOUR INTERVIEW FOR RECERTIFICATIONS

Please read and sign the enclosed recertification paperwork before you attend your appointment. Bring the completed packet with you to the appointment. If you have questions please make notes on the "note" page, and your Housing Specialist will address them at the appointment. PLEASE USE RECOMMENDED VERIFICATIONS (OR EQUIVILANT) AS LISTED BELOW.

VERIFICATION CAN NOT BE OLDER THAN 60 DAYS ON THE DATE OF THE APPOINTMENT

- 1) For every member of your family that works, bring the following **EMPLOYMENT INCOME:**
 - 2 most recent paycheck stubs, OR
 - Written verification from your employer of your hourly wage, average number of hours worked per pay period, and how often you are paid (i.e. weekly, bi-weekly)
 - Verification of other types of income you expect to receive from employment such as tips, commissions, bonuses, etc.

- 2) If any member of the household receives any of the following **BENEFIT OR SUPPORT INCOME**, bring written verification of the source of income and information stating the amount received:
 - Unemployment compensation (benefit letter from agency)
 - Social Security (benefit letter from Social Security Office)
 - 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)
 - Regular contributions/support from family, friends or organization (written statement from contributor)

- 3) Bring YOUR MOST CURRENT **CHECKING AND SAVINGS** statement for each account.

- 4) **REAL ESTATE OWNED (OR SOLD IN LAST 2 YEARS):** Bring information about the current value of the property and the current balance owed on the property. If you sold the property in the past 2 years bring the closing paperwork or settlement statement. If you rent the property, bring verification of all rental income you receive and business expenses you incur.

- 5) **STOCKS, BOND TRUSTS, CERTIFICATE OF DEPOSIT, IRA, LIFE INSURANCE, KEOGH PLANS and INVESTMENTS:** Verification statements must include account numbers and cash 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 the institution providing educational assistance.

- 7) For any type of **OTHER INCOME** not listed above, bring name, address, and telephone number of the source of income, in addition to specifying amount of income received.

- 8) If you are disabled or age 62 or older provide verification for all anticipated OUT OF POCKET MEDICAL EXPENSES for the next twelve months, including medical insurance premiums or amounts deducted from your income, and documentation that you are not reimbursed from any person or entity for the expense you incur. Bring a print out from all pharmacies you use showing your out-of-pocket expense for the past twelve months (For Example: 10/03/18 thru 10/02/19). Please bring receipts or a list of physicians and their addresses for any out-of-pocket payments you have made in the past twelve months or documentation of any repayment arrangements you have made.

- 9) 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, and documentation that you are not reimbursed from any person or entity for the expense you incur.

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