

# **Household Documentation**

## **On your next appointment you will need to bring the following documents:**

1. Check stubs for all working household members (3 last consecutive months)
  2. Proof of other income:
    - a. Child Support Statement – Attorney General’s Office
    - b. Social Security – Award letter
    - c. Supplemental Security Income (SSI) – Award letter
    - d. Pension from Retirements or Military – Award letter
    - e. Unemployment benefits – Award letter
    - f. Self-employment - Current year to date profit and loss statement
  3. Current valid Texas issued photo I.D.
  4. IRS-1040 & W-2s for all adult household members that file income tax (last 2 yrs)
  5. Social Security Cards and birth certificates from all household members
  6. Bank Statements – Checking (6 consecutive months) Savings(1 month) for all household members
  7. Proof of Assets: Certificate of Deposits, Mutual Funds, 401K, etc.
  8. If divorced must bring Divorce Decree
  9. Contract of Sale on Property for CFDC Program or Warranty Deed for HRA Program.
  10. Property Taxes-current taxes receipt
  11. Mobile Home-current taxes receipt (if applicable)
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## **Your appointment is scheduled for:**

**Day:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **a.m.** \_\_\_\_\_ **p.m.**

*To confirm or cancel your appointment, please call us in advance*

*In consideration of others please do not bring small children*

*If you need accessibility accommodations please contact our office two weeks prior to your intake appointment.*

*Please be prompt,*

**Lorraine Frias, Participant Coordinator**

**(915) 590-1210 Extension – 111**

