

DOCUMENTATION / VERIFICATION DESK AID

| | PRIMARY (OBTAIN ONE)* | SECONDARY (OBTAIN TWO)* | | |
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| Identity | Photo I.D. Driver's License US Passport | Statement from Another Person Social Security Card Birth Certificate Credit Card with Signature | Citizenship and Alien Status | Birth Certificate Baptismal Certificate Hospital Records US Passport Military Service Records Naturalization Certificate INS Documentation Evidence of Continuous US Residence since Prior to 1/1/72 |
| Marital Status | Marriage Certificate Separation Agreement Divorce Decree Death Certificate Social Security Records VA Records | Statement from Clergy Census Records Newspaper Notice Statement from another Person | | Current Wage Stubs Pay Envelopes Contact with Employer Business Records Records and Related Materials Concerning Self-Employment Earnings and Expenses Current Income Tax Return Statement from Roomer, Boarder, Tenant Income Tax Records |
| Residence | Statement from Non-Relative Landlord Current Rent Receipt Mortgage Records/Book | Statement from Another Person Current Mail School Records Physician Records Telephone Directory City Directory | | Earned Income |
| Absence of Parent | Divorce Papers Proof of Household Composition (see Section below) plus IV-D Referral Proof of Remarriage | Statement from Another Person | | Child Support |
| Death of Parent | Death Certificate Survivors Benefits Hospital Records VA or Military Records | Newspaper Notice Insurance Company Records Institutional Records Agency Case Records and Burial Payment Files | | UIB |
| Household Composition/ Size | Statement from Non-Relative Landlord School Records Home Visit | Statement from Another Person Services Records | | SSA/SSI |
| Age | Birth Certificate Baptismal Certificate Hospital Records Adoption Records Naturalization Certificate Driver's License | Insurance Policy Census Records School Records Statement from Another Person Physician Statement Official Correspondence from SAA | | VA |
| Relationship | Long Form Birth Certificate Adoption Papers Court Records Marriage Certificate | School Records Religious Records Medical Records of Birth and Parentage | | Educational Grants and Loans |
| Social Security Number | Social Security Card SS-5/DSS-4000 Official correspondence from SSA | Health Insurance Card Armed Forces Serial No. Social Security Check SDX | | Interest/Dividends |
| SSI Recipient | SDX | | | Other Unearned Income (e.g., Worker's Compensation, Contributions) |
| SSI Related | Proof of Age (See Section Above) Certification by AD Review Team Certification by Commissioner of the Blind and Visually Handicapped | | Bank Statement Statement from Broker/Financial Institution Credit Union Records Current Award Letter Official Correspondence from Source of Income Contact with Source of Income Current Benefit Check Current Contribution Check | |

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| Cash on Hand | Statement from Household Statement from Nursing Home |
| Bank Accounts: Checking, Savings, Retirement (IRA & Keogh) | Current Bank Records |
| Credit Union | Current Credit Union Records |
| Stocks, Bonds, Certificates, Mutual Funds | Stock Certificate Bond Statement from Financial Institution |
| Life Insurance | Insurance Policy Statement from Insurance Company |
| Burial Trust or Fund, Burial Plot or Funeral Agreement | Bank Records Burial Agreement Burial Plot Deed Statement from Funeral Director |
| Trust Fund | Court Records Trust Agreement Statement from Attorney |
| Income Tax Refund or Earned Income Credit (EIC) | Refund or EIC Check Statement from Tax Office |
| Safe Deposit Box | Agency Inspection Signed Notarized Statement of Contents |
| Non-Homestead Property | Deed Public Real Estate Records Appraisal; Estimate of Current Value by Estate Appraiser or Broker Real Estate Listing |
| Motor Vehicle | Registration Title of Ownership Financing Data Appraisal of Current Value by Dealer |
| Lump Sum Payment | Statement from Source of Payment Lump Sum Check |
| Other Resources | Household Statement of Current Value Sales Slips Insurance Appraisal Estimate from Dealer |

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| Shelter Expenses | Current Rent Receipt Current Lease Mortgage Book/Records Property and School Tax Records Landlord Statement Sewer and Water Bills Homeowner's Insurance Records Fuel Bills Non-Heating Utility Bills Telephone Bills Garbage and Trash Collection Bills or Receipts |
| Other Expenses | Statement from Provider of Child/Dependent Care |
| Medical Expenses | Statement from Provider of Medical Services |
| Health Insurance | Insurance Policy Insurance Card Statement from Employer/Provider of Coverage Separation/Divorce Agreement with Ordered Coverage Renewal Bill Medicare Card |
| Disability | Statement from Medical Professional SSA Records of Disability Certification by AD Review Team Observation of Obvious Physical Handicap |
| Pregnancy | Doctor, Clinic or Hospital Statement, Including Expected Date of Birth |
| Incapacity of Parent | Certification by AD Review Team Statement from Medical Professional Proof of SSA or SSI Benefits for Disability or Blindness |
| Unemployment of Parent | ADC-U Screening Checklist |
| Education and Training | Statement from School Authorities Statement from Training Institution |
| Caretaker Status | Proof of Age and Presence of Children Statement from Household Statement from Medical Professional |
| Employment | Statement from Employer Household Statement of Self-Employment Pay Stubs Tax Records Business Records |
| Registration | Copy of Work Registration Form |
| School Attendance | School Records (Current Report Card) Statement from School |