

NEEDED DOCUMENTS CHECKLIST

You'll need to bring documents with you when you apply for benefits.



HOW DO I PROVE IDENTITY?

Provide one of these documents as proof of your identity.

- | | |
|--|---|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Baptismal/Other Religious Certificate* |
| <input type="checkbox"/> State Non-Driver ID Card | <input type="checkbox"/> Official School Record |
| <input type="checkbox"/> Passport* | <input type="checkbox"/> Adoption Record* |
| <input type="checkbox"/> Birth Certificate* | <input type="checkbox"/> Official Hospital/Doctor Birth Records |
| <input type="checkbox"/> Naturalization Certificate* | <input type="checkbox"/> Marriage Records |

HOW DO I PROVE RESIDENCY?

Provide one of these documents as proof of your residency/home address.

- | | |
|--|---|
| <input type="checkbox"/> Postmarked Envelope, Post Card,
or Magazine (with name and date labels) | <input type="checkbox"/> Letter/Lease/Rent Receipts
(from landlord with address) |
| <input type="checkbox"/> Driver's License or ID Card
(issued within past 6 months) | <input type="checkbox"/> Property Tax Records or Mortgage Statement |
| <input type="checkbox"/> Utility Bill (gas/electric/cable), Bank Statement, or Letter from a Government Agency | |

HOW DO I PROVE SOCIAL SECURITY NUMBER?

Provide one of these documents as proof of your social security number.

- | | |
|--|---|
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Letter from the Social Security Office |
| <input type="checkbox"/> Application for SSN (Form SS-5) | <input type="checkbox"/> Tax Returns (W-2s, 1044s, 1099s) |

HOW DO I PROVE CITIZENSHIP/IMMIGRATION?

Provide one of these documents as proof of your citizenship/immigration.

- | | |
|---|--|
| <input type="checkbox"/> US Birth Certificate* | <input type="checkbox"/> US or other Passport* |
| <input type="checkbox"/> US Baptismal Record *
(recorded within 3 months of birth) | <input type="checkbox"/> 1-220B 124 (Order of Supervision) |
| <input type="checkbox"/> Naturalization Certificate* | <input type="checkbox"/> INS Form 1-210 letter (Voluntary Departure) |
| <input type="checkbox"/> INS Form 1-551 (Green Card) | <input type="checkbox"/> INS 1-181 (Memorandum of Color of Law) |
| | <input type="checkbox"/> INS Form 1-94 (Arrival/Departure Card) |

HOW DO I PROVE MY HOUSEHOLD'S RESOURCES?

Provide as many of these documents that apply as proof of your household's resources.

- | | |
|---|---|
| <input type="checkbox"/> Bank Statements | <input type="checkbox"/> Burial Agreement |
| <input type="checkbox"/> Life Insurance Policy | <input type="checkbox"/> Deferred Compensation |
| <input type="checkbox"/> Deed of Appraisal for Real-estate | <input type="checkbox"/> Annuity or Trust Statements |
| <input type="checkbox"/> Motor Vehicles
(estimate from dealer) | <input type="checkbox"/> Copies of Stocks, Bonds, or Securities |

*** May be used to document both identity and citizenship - immigration status.**

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HOW DO I PROVE MY HOUSEHOLD'S INCOME?

For each of these types of income, provide one of these documents as proof of your household's income:

Earned Income

- Recent Paycheck Stubs
- Income Tax Return
- Business Record
- Letter from Employer

Self-Employment Income

- Tax Returns (1044s, 1099s, Schedules)
- Letter from Customers
- Work Record of earnings and expenses

Private Pensions/Annuities

- Statement from Annuity
- Statement from Pension

Interest/Dividends/Royalties

- Statement from Bank, Credit Union
- Letter from Broker
- Letter from Agent

Public Assistance

- Award Letter
- PA Budget Letter

Unemployment Income

- Letter from State Department of Labor
- Benefit Check

Social Security Benefits

- Award Letter/Certificate
- Benefit Check

Child Support Alimony

- Letter from Person Providing Support
- Letter from Court

Workers Compensation

- Award letter
- Check Stub

Veterans' Benefits

- Award Letter
- Benefit Check Stub
- Correspondence from Veterans Administration

HOW DO I PROVE MY HOUSEHOLD'S EXPENSES?

Provide as many of these documents that apply as proof of your household's expenses.

Child and Dependent Care Expenses

- Cancelled Checks of Payments Made to the Provider
- Receipts from Childcare Provider
- Letter from Provider Stating Fees Charged for Services and Frequency of Services

Heating, Telephone, and Electricity Costs

- Bills or Statements from Utility Companies

Rent or Mortgage Payments

- Cancelled Checks or Receipts for Paid Rent
- Mortgage Statement

Medical Expenses

- Bill or Invoice from Doctor, Hospital, or Clinic