



Checklist for Non-custodial Parent Application

Please call *-*** to schedule an appointment.**

Bring the following documents to your intake appointment**

- Completed and signed Application Packet
- Signed Landlord Statement (included in packet) or documentation of homelessness
- Birth certificates for each member of the family on the application
- Social Security cards for each member of the family on the application
- Picture identification or driver's license for each adult
- Proof of income or signed Declaration of Means (provided)
- Registration and insurance for vehicle (s) if applicable
- Family Reunification Plan or from ICW or CPS

** Please provide as many of these documents as possible. We can make copies here in our office, and we are sometimes able to help obtain copies from other sources if you are unable to provide them. Not having all documents may slow the intake process.