

LIST OF REQUIRED DOCUMENTS FOR YOUR ANNUAL RECERTIFICATION:

If any of the documents listed below apply to your household, you must submit them with your completed Recertification Packet:

- 1. Proof of ALL Income for EVERYONE in your household (provide all that applies):**
 - Current paycheck stubs (consecutive for the last 2 to 3 months)
 - Self-Employment (such as financial statements or tax schedules)- includes DoorDash, Uber, etc.
 - Unemployment Compensation award letter and printout of current benefits
 - Worker's Compensation award letter
 - Current printout from Job & Family Services (OWF/TANF, Food Stamps/SNAP, etc.)
 - Most recent Social Security benefits letter(s)
 - Most recent Social Security Supplemental Income (SSI) benefits letter(s)
 - Documentation of Pension
 - Current VA benefit letter
 - Child Support- a 12-month payment history report from CSEA (for all open cases)
 - Proof of other miscellaneous income- such as Biolife donations, babysitting, contributions from others (bills or expenses paid by anyone not listed in your household), etc.
 - Any other income not listed above.
- 2. Most recent Federal Income Tax Return. Must provide all applicable IRS forms: Form 1040, Schedules, Earned Income Credit, Child Tax Credit, etc., AND all W-2s, 1099-G, SSA-1099, other 1099s, etc.**
- 3. Bank Statements- Last 3 months for all active accounts for all household members, regardless of age**
You MUST provide ALL the pages in each bank statement and DO NOT redact (remove or hide) information
- 4. Copy of any Life Insurance policies that have a cash value**
- 5. Childcare expenses – Receipts for childcare payments or a Statement from your childcare provider.**
- 6. Utility Bills – Last 3 months (such as electricity, natural gas, water/sewer, trash, propane)**
- 7. Rent Receipts – Last 3 months (if you do not have or receive receipts, ask your landlord to provide a written statement that you are current on your rent)**
- 8. Full-time students over age 18, provide school enrollment documentation**
- 9. Documentation for anyone receiving Financial Aid (grants and loans) and their Tuition costs.**

ONLY if the Head of Household, Spouse, or Co-head is Disabled OR 62+ years old,

Please include the following for ALL family members in your household:

- 10. Documentation of Medical Expenses YOU PAID out of your pocket (not reimbursed). Such as:**
 - Health/Medical insurance premium(s), stating what you paid, not just billed.
 - Supplemental health insurance premium(s), stating what you have paid, not just billed.
 - A 12-month printout from your Pharmacy showing your total out-of-pocket cost for prescriptions.
 - Proof of the regular monthly payments you've made within the last 12 months on a medical bill(s) with an outstanding balance.
 - Medicare document showing that you've met your Medicare Part B Deductible for the year.

***Do NOT let a document you are waiting to get keep you from turning in your Recertification Packet! ***