



DOCUMENTS REQUIRED

THE FOLLOWING DOCUMENTS MUST BE PRESENTED TO THE RECEPTIONIST BEFORE AN INTERVIEW WITH A SOCIAL WORKER.

(ADDITIONAL DOCUMENTATION MAY BE REQUESTED DURING INTERVIEW)
An Interview with a Social Worker is required before final determination is made.

SOCIAL SECURITY CARDS

FOR ALL HOUSEHOLD MEMBERS
(Cards are to be presented to the Social Worker at time of interview.)

PICTURE ID

PREFERABLY A FLORIDA DRIVER'S LICENSE

PROOF OF VOLUSIA COUNTY RESIDENCY (60 DAYS)

CURRENT LEASE/RENTAL AGREEMENT; MORTGAGE STATEMENT; OR REAL ESTATE TAX STATEMENT (NO SUBLETS/SUBLEASES)

INCOME DOCUMENTATION: FOR THE PAST THREE MONTHS FOR ALL HOUSEHOLD MEMBERS

- SOCIAL SECURITY- CURRENT AWARD LETTER
- TANF
- CHILD SUPPORT
- PENSION; 401K; IRA
- UNEMPLOYMENT OR PROOF APPLIED FOR UNEMPLOYMENT
- WORKER'S COMPENSATION
- ANY INCOME WAGES FROM _____ TO _____

SELF- EMPLOYMENT

- CURRENT QUARTERLY TAX STATEMENT OR PRIOR YEAR
- YOUR OWN SELF-EMPLOYMENT RECORDS AND RECEIPTS.
- IF PAID IN CASH, WORK CALENDAR WITH SIGNATURE OF PERSON FOR WHOM YOU WORKED.

INCOME SUPPORTED BY OTHERS (FAMILY OR FRIENDS) WILL REQUIRE PROOF OF MONTHLY EXPENSES.

DOCUMENTATION OF CRISIS: (WITHIN LAST 60 DAYS)

- **MUST INCLUDE CURRENT CRISIS RECEIPTS FOR UNEXPECTED OR EXTRA MONTHLY EXPENSES**
- **DOCUMENTATION OF LOSS OF INCOME**

SERVICES:

- | | <u>ADDITIONAL DOCUMENTATION:</u> |
|---------------------------|--|
| ➤ RENTAL | THREE DAY EVICTION NOTICE |
| ➤ MORTGAGE ASSISTANCE | CURRENT LATE NOTICE |
| ➤ RENTAL DEPOSIT | UNSIGNED RENTAL AGREEMENT |
| ➤ UTILITY ASSISTANCE | CURRENT PAST DUE BILL, CUT- OFF NOTICE OR FINAL NOTICE, UTILITY ALLOWANCE IF RECIPIENT OF FEDERAL ASSISTED HOUSING |
| ➤ UTILITY DEPOSIT | YOU MUST CALL UTILITY COMPANY FOR A NEW ACCOUNT NUMBER PRIOR TO INTERVIEW WITH A SOCIAL WORKER |
| ➤ PRESCRIPTION ASSISTANCE | CURRENT PHYSICIAN'S PRESCRIPTION |