



# HCCAA Client Checklist

Applicants applying for services will need to provide the following documents:

## **U.S. Citizenship & Identity and/or Alien Status Documentation**

- ☐ Documents for all members of your household that will allow us to verify their **U.S. Citizenship, Identity and/or Alien Status**. Please see the US Citizenship & Identity Matrix and Fast Facts for Non-US Born Citizens for a list of approved documents. (Only applies to Utility Assistance & Weatherization)

## **Household Documentation**

- ☐ Current gas and electric bills (all pages) and the name of your propane vendor
- ☐ Proof of income for the past 30 days immediately prior to applying for services
  - EACH AWARD LETTER, AND/OR OTHER BENEFIT/INCOME LETTER SHOULD BE DATED **2021**.
  - ALL MEMBERS OF THE HOUSEHOLD.
- ☐ SSI/SSP
- ☐ SSA
- ☐ SSDI
- ☐ VA Summary of Benefits Letter
- ☐ Child Support (**Last 30 days**)
- ☐ Unemployment (**Last 30 days**)
- ☐ Workers Compensation(**Last 30 days**)
- ☐ Food Stamps (**most recent**)
- ☐ TANF/WIC (**most recent**)
- ☐ Alimony (**Last 30 days**)
- ☐ Pension (**Last 30 days**)
- ☐ Retirement(**Last 30 days**)
- ☐ COVID-19 Stimulus Check
- ☐ Documented income (check stubs) for the **last 30 days** for **ALL HOUSEHOLD MEMBERS 18+**