

ALL ITEMS NEEDED TO PROCESS YOUR APPLICATION

- ❖ \$15.00 Application Fee per adult – We accept checks and money orders ONLY

- ❖ Criminal Background checks from: see attached sheet

- ❖ Verification of Income(s) on applicant and anyone 18 years of age and older:
 - SSI, Disability, VA, pensions or retirement bring letter showing monthly amount received

 - Family Contribution letter (MUST BE NOTORIZED)

- ❖ Verification of Child Support:
 - Copy of divorce decree or legal separation papers
 - Printout of payment history from DHR and County Courthouse
 - Verification of non-receipt of child support or child support paid by one parent to another outside of legal process (MUST BE NOTORIZED)

- ❖ Birth Certificates (from the state, not the hospital) and Social Security cards for ALL members of the household

- ❖ Photo ID issued by the state for every household member over the age of 16

- ❖ If any applicant is a college student they must provide us with a status printout from the school they attend or plan to attend

- ❖ Anyone age 18 and over complete and **SIGN** the enclosed Authorization to Release forms