

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**DEPARTMENT OF HUMAN SERVICES**

**VERIFICATIONS CHECKLIST**

**TYPES OF DOCUMENTS**

Listed below are examples of types of documents that you could provide for each of the verification items mentioned above. You do not need to provide every document listed. One from each group may be enough.

**If the type of verification listed above is not mentioned in this checklist, please call the ESA's Call Center at (202) 724-5506 for information about what documents you can show us.**

**Item Title**

Types of Documents you could provide:

**Allowable Expenses**

- Child support paid -
  - Court order
  - Wage withholding statements
  - Statement from custodial parent
- Dependent care Expenses
  - Child care statements/receipts from provider
  - Elder care receipt statements

**Anticipated Income**

- Employer Statement
- Medical Return to Work Statement
- Other Anticipated Income Documents

**Birth/Citizenship/status**

- Birth certificates listing parents' name (enter name of program (s))
- U.S. Passport or US citizenship card or ID
- Certificate of naturalization
- Baptismal certificate (with date and place of birth)
- Consular or US Military report of birth abroad of US citizen
- Tribal document issued by Federally recognized tribe or Homeland Security
- Proof of US National (Puerto Rico, Marianas, Guam. etc)
- Final adoption decree

### **Countable Assistance**

- Termination letter or noticed of termination from other State
- Statement of total countable months on TANF from any other state.

### **Domestic Violence**

- Police reports
- Court documents
- Admission to shelter for battered persons

### **Earned Income**

- All pay stub(s) received in the last 30 days
- Written statement from Employer
- Verbal Statement from Employer
- Other Earned Income Documents

### **Employment Offer**

- Statement from the employer
- Telephone verification from employer

### **Expense**

- **Child Support Expense**
  - Court order
  - Wage withholding statements court order
  - Statements from the custodial parent on received child support payments
  - Other Child Support Expense Documents
- **Contributor**
  - Written statement from person who is paying
  - Other Contributor Documents
- **Dependent Care Expense**
  - Statement from child care provider
  - Statement from relative or non-relative providing the care
  - Verbal verification from provider
  - Receipts from provider
  - Other Dependent Care Expense Documents
- **Employment Expense**
  - Business Records
  - Tax Records
  - Bills or receipts
  - Other Employment Expense Documents
- **Guardianship/Conservator expense**
  - Legal agreement /Court order
  - Itemized bill for allowable expenses
  - Other Guardianship/Conservator expense documents

- **Medical Expense Payment**
  - Bills or receipts
  - Statements from provider
  - Other Medical Expense Payment Documents
- **Spousal Support Expense**
  - Court order
  - Statement from person paying the alimony expense.
  - Bank statement
  - Canceled checks made out to EX-spouse
  - Wage withholding statements
  - Statements from alimony recipient
  - Other Spousal Support Expense Documents
- **Student Expense**
  - Bills or receipts
  - Financial Statement from Institution
  - Bills with canceled check
  - Other Student Expense Documents
- **Unearned Rental Income Expenses**
  - Bills or receipts
  - Mortgage statement
  - Property Tax records
  - Other Unearned Rental Income Expenses Documents

#### **Foster Care Payment**

- Foster Care Documents
- Telephone Call with CFSA

#### **Gross Receipt**

- Income source statement
- Rental Income Receipt
- Tax Records
- Business records including ledgers and bookkeeping records
- Bills or Receipts
- Records from banks, suppliers, or other knowledgeable sources
- Other Gross Receipt Documents

#### **Housing and Utility Costs**

- Current lease agreement or rent receipt
- Proof of mortgage, property taxes and insurance
- Current rent receipt showing landlord's name and number
- A written statement from landlord or parent
- Current utility bill (including cell or land line phone)
- Property tax statement

- Home or renter's insurance bills
- Hotel/motel receipt
- Canceled checks or copies

#### **Incarceration End Date**

- Official statement from DC Dept. of Corrections
- Official statement of release from Federal Bureau of Prisons
- Official statement from CSOSA (probation)

#### **Identity**

- A current driver's license or non-driver ID or other documents
- Photo ID (from government agency, school, etc.)
- Birth certificates listing parents' name (enter name of program (s))
- U.S. Passport or current non U.S. passport, Certificate of naturalization

#### **Immigration Status (non-citizens)**

- Alien registration documents; green card; I-94s
- Citizenship/Alienage declaration form completed
- Immigration papers/forms/cards (copy of both sides)
- INS or ICE I-864 if you have a sponsor

#### **Income**

- All pay stub(s) received in the last 30 days
- Letter from employer with gross pay, hours worked, contact number, etc.
- Copy of child support check, current court agreement, or written statement from payee
- Benefits award letter (Social Security/Veterans/Disability, etc.)
- Proof any pension and or benefits (Civil Service, etc.)
- Proof of Unemployment Benefits
- Last year tax forms
- Records of Income and Expenses (Self employment)
- Proof of Gross education income and expenses school grants/loans/financial aid statements etc.)
- Sponsor statement form
- Records of all monies received
- Documentation of Termination from Employer
- Documentation of Termination from out- of- state (For TANF)
- Statement from tenant, roomer/boarder
- Absent parent child support statement or court documents
- Annuity, inheritance, insurance, trust, lottery statements
- Telephone Verification
- Summary of Benefit Document

#### **Medical Expenses**

- Proof of out-of-pocket medical expenses (bills or receipts)
- Medical transportation bills or receipts
- Health or dental insurance policies or premiums
- Medicare card

#### **Medical Verification**

- Proof of pregnancy from doctor or clinic, with expected due date
- Doctor Statement or disability finding by an agency (SSA/SDI/VA, etc.)
- Medical verification form
- Health Insurance ID card
- Medicare identification card
- Medical information

#### **Minor Parent School Attendance and Student for SNAP**

- Most recent school report card or transcript
- Correspondence from school authorities, scholarship boards, etc.
- Copy of online records

#### **Pregnancy**

- Verification of EDC (Expected Date of Confinement) (pregnancy due date) from a physician

#### **Property/Resources**

- Vehicle registration or Titles
- Proof of the amount owed on vehicles(s)
- Proof of loans or debts/liens on property
- Statement of joint ownership
- Mortgage bill(s)
- Property deed
- Current Bank Statements (savings, checking, etc.)
- Proof of Credit account balance
- Statement of Balance of Nursing Home Account
- Life insurance policy, stocks, bonds, IRAs
- Most recent retirement account statement(s)
- Sponsor statement form
- Settlements such as lawsuits and insurance claims
- Burial plots/crypts
- Tax Assessment

#### **Relationship**

- Marriage certificate/license
- Domestic partner certificate
- Birth certificate

- Court papers (divorce, guardianship, separation etc.)
- Adoption records
- Court records of paternity
- Juvenile court records
- Child support records
- Family bible statements
- Statement from any recognized religious leader
- Child care records
- Insurance records
- School records
- Census records

## **Resource**

- **Burial Plan**
  - Written Statement
  - Insurance statement
  - Other Burial Plan Documents
- **Liquid Resource**
  - Client Statement
  - Bank Statement
  - Copy of financial Instrument
  - Financial statement
  - Other Liquid Resource Documents
- **Loan**
  - Loan Statement
  - Written statement
  - Other Loan Documents
- **Ownership**
  - Annuity statement
  - Financial Statement
  - Written Statement
  - Trust document
  - Insurance statement
  - Tax Record
  - Business records
  - Policy document from the insurance company
  - Client Statement
  - Bank Statement
  - Copy of financial Instrument
  - Loan Statement
  - Medical Insurance documents
  - Tax Assessments
  - Deeds
  - Mortgage Statement

- Copy of transfer of resource for last five years
- Written statement from Bank or Financial institution
- Title
- Registration
- Proof of Insurance
- Auto/Junk Dealer Statement
- Other Ownership Documents
- **Transfer to Individual, Trust, Reversal**
  - Bank statement
  - Written Documentation
  - Other Transfer to Individual, Trust, or Reversal Documents
- **Trust**
  - Written statement from Bank or Financial institution
- **Vehicle**
  - Interface - DMV
  - Title
  - Registration
  - Proof of Insurance
  - Loan Statement
  - Auto/Junk Dealer Statement
  - Written Documentation
  - Other Vehicle Documents

#### **Resource Income**

- Bank statement
- Interest Statement
- Dividend Statement
- Other Resource Income Documents

#### **Residence/Shelter Expense/Rental Income Expense**

- Two statements from unrelated persons
- Utility bill
- Rental agreement and/or receipts
- Bill or other document(s) with your name and address
- Driver's license or Identification card
- Eviction notice/notice to pay rent or quit
- A completed proof of DC residency statement
- Vehicle registration from DC
- Mortgage statement or certified deed
- Voter registration
- Statement from facility or treatment center
- Statement from shelter or community organization
- Automobile insurance statement showing DC residency

- Verbal statement from landlord
- Verbal statement from Lease holder
- Other Shelter Expense Documents

### **Social Security Registration**

- SSN card
- Receipt from SSA of application for SSN
- Enumeration at Birth

### **Transfer of Assets**

- Copy of transfer of resources for the last nn years.
- Bank statements which show transfer

### **Trust Income**

- Bank Records
- Record from Financial Institution

### **Unearned Income**

- Letter from a family member or friend providing money directly to recipient to help pay expenses
- Tax deductions documentations
- Civil service retirement statement
- Railroad retirement statement
- Annuity statement
- Social security statement
- Bank statement
- On-line verification
- Unemployment compensation statement
- Workman's compensation statement
- Other Government records
- Court documents
- Canceled Check
- Pension Statement
- Employer Statement
- Rental Agreement
- Other Unearned Income Documents

### **Veteran Military Service**

- VA statement
- Military Records

### **Voluntary Quit**



- Documentation from a physician
- Documentation of Termination from Employer
- Documentation of Termination from out- of- state (For TANF)