

## CHECKLIST OF DOCUMENTS TO APPLY FOR TEXAS BENEFITS

You must give the assistance office **copies** of documents that verify the information on your application. **You can ask the assistance office for help with getting these documents.** You will also need these documents to complete your application with The Benefit Bank. Household members who do not have a SSN should begin applying for one through the Social Security Administration. You can call the SSA at 1-800-772-1213 or visit them on the web at [www.SSA.gov](http://www.SSA.gov).

*Also see: Proof of Citizenship and Identity for Medical Assistance document.*

### **For each recipient:**

- ☐ Social Security Card or application for a Social Security Number (SSN)
- ☐ Driver's license or state-issued identification
- ☐ Insurance cards/documents (auto, life, health)
- ☐ Medical verification of pregnancy and due date
- ☐ Adoption or custody papers
- ☐ Marriage certificate
- ☐ School enrollment information
- ☐ Military ID (Form DD-2), military orders, or separation papers (Form DD-214)
- ☐ Disability verification from a doctor or government agency
- ☐ For Spouse or Parents Not in the Home: contact information, SSN, date of birth, recent employer information, Child Support Enforcement number, divorce case number

### **Income from last 30 days and current month:**

- ☐ Pay stubs, W-2 forms, tips, commissions
- ☐ Dates of employment, hours worked, payday
- ☐ Odd job income
- ☐ Military pay and allotments
- ☐ Training Allowances
- ☐ Self-employment records, tax Schedule C or F
- ☐ Room and board
- ☐ Retirement benefits (1099 forms)
- ☐ Child support or alimony/spousal court record or letter showing the name, address, phone number and signature of the person who pays
- ☐ Interest and dividends
- ☐ Loans and gifts from friends or relatives not in household (including someone paying bills for you), showing the name, address, phone number, and signature of the person who pays
- ☐ Scholarships, grants, fellowships, stipends
- ☐ Sick, maternity, and disability payments
- ☐ Unemployment compensation
- ☐ Union pay
- ☐ Trust fund payments
- ☐ Lawsuit proceeds, Reparation payment

*\* Statement from a non-household member that someone has no income.*

### **Assets as of the current month:**

*Use most current statement, appraisal, or sales receipt showing asset value*

- ☐ Cash on hand
- ☐ Valuable personal property
- ☐ Real estate
- ☐ Vehicles
- ☐ Prepaid funeral expenses and burial plots
- ☐ Trusts and life estates
- ☐ Bank accounts, stocks, bonds, mutual funds
- ☐ Business assets

### **Other Government Assistance from last 30 days:**

*Use most recent award letter, debit account information, or pay stubs showing amounts received*

- ☐ Cash Assistance
- ☐ Food Stamp Assistance
- ☐ Housing Assistance
- ☐ Child Care Assistance
- ☐ Energy assistance (LIHEAP, Weatherization)
- ☐ Social Security Benefits (Retirement, Survivors, Disability) and Social Security Income (SSI)
- ☐ Veterans Benefits
- ☐ Railroad Retirement
- ☐ Medicare (bring cards)

### **Expenses for current month:**

*\*For Food Stamps:*

- ☐ Utility bills, receipts, or canceled checks with name and address of provider or landlord
- ☐ Rent receipt, lease agreement, canceled checks, or letter from landlord stating rent amount; landlord's contact information
- ☐ Mortgage receipt, contract, canceled checks, or statement from bank or mortgage company
- ☐ Home insurance and property tax bills, receipts, or canceled checks
- ☐ Current medical bills or statements from providers stating current and expected medical costs

*\*For Food Stamps and Medical Assistance*

- ☐ Child, disabled adult or elderly care bills, receipts, canceled checks, or letter from person you pay saying how much you pay them
- ☐ Alimony/spousal support court papers, canceled checks, or statement from the person you pay saying how much you pay them
- ☐ Child support county records, canceled checks, wage withholding statements, or letter from the person you pay saying how much you pay them

*\*For Medical Assistance:*

- ☐ Unpaid medical bills from the past three months

### **Immigration information for non-citizen recipients:**

- ☐ Green card (Form I-551)
- ☐ Arrival-Departure Documents (Form I-94)
- ☐ Employment Authorization card
- ☐ Previous immigration status
- ☐ Dates of obtaining immigration statuses
- ☐ Social Security Wage Information (Qualifying Quarters)