**C-SCDC IDA Checklist for Appointment**

**Income:**

* Current year IRS Federal signed Tax Returns for EVERYONE in the home & all W-2s
* If you are self-employed we need the last 2 years IRS Federal signed Tax Returns of anyone in the home & a year to date profit and loss statement of your current self-employment business
* 1 month of current pay stubs of everyone in the home
* Proof of ANY Child Support, Social Security, SSI, Disability Income, Unemployment, pension, alimony income in the household
* Up to date proof of food stamps (within the last month, on letter head)

**Other Documentation:**

* ID’s of ALL adults in the home (18 or older)
* Birth Certificates of ALL children in the home
* 2 Completed letters, from 2 different people that do not live in the home, verifying that all children claimed are living in the home. **(I will provide you with the forms)**
* Social Security Cards of everyone in the household
* Medicaid cards for anyone in the home that receives it
* If applicable, “no child support” form filled out and notarized. **(I will give you the form and notarize it)**
* If applicable, and persons in the home above 18 NOT working will need to sign a “no income” form. **(they will come to the agency to fill out the form and I will notarize it)**
* If Applicable, Proof of TANF-Temporary Assistance for Needy Families

**Assets:**

* Car Registration form, showing make, model, and mileage of the car **(recent mileage)**
* Current bank statements, Personal and/or Business accounts
* If applicable, proof of 401K or IRA accounts
* If you are a business owner we need to know the worth of your business before you come in, provide proof.
* Only provide if you’re doing Home Repairs; copy of Warranty Deed or Title of ownership in the clients name
* Proof of any other types of asset(s) that are of cash value, rental property or land owned by client

**Liabilities:**

* Provide proof of all credit card statements, loans, or medical bills you are paying on
* If applicable, provide proof of current car payment
* If applicable, proof of monthly mortgage payment. (most recent mortgage statement, from mortgage company)

**If you aren’t a U.S Citizen we need proof of visas or residency and only if applicable documentation of citizenship**