

## EXAMPLES OF ACCEPTABLE PROOFS

*If an interview is required for the assistance you request, please bring these proofs to your interview.*

**Note:** An Interview is always required for Food Stamps, and you may be required to provide additional proofs after the interview. If an interview is not required and we need proof from you, you will get a separate letter from us telling you what proof you need to give us.

**All household members:** You **must** bring the Social Security Number or show you have applied for one for each household member who is applying for assistance. If someone in your household is not applying for benefits s/he does not have to provide a Social Security Number or prove that s/he has applied for one. Bring some form of ID, like a Driver's License, Work or school ID card, ID from other social services program, voter ID card or birth certificate. Also bring your marriage certificate or divorce decree. We need DCSS Form 725 for all parents absent from the household.

**Student Status:** We need the School Schedule for the Current Term for anyone 16 years or older.

**Health Insurance:** All insurance cards for all household members. We do not need copies of your Medicaid cards.

**Medical Condition:** If you are Blind, Disabled or Temporarily Incapacitated, your doctor may need to fill out a form. If you are pregnant, bring a letter from your doctor stating your due date.

**Vehicles:** We need the registration/title and the amount you owe for any: Car, truck, motorcycle, camper, snowmobile, or boat.

**Cash Resources:** We need current statements including the balance for any: Checking/Savings account, Passbook savings account, Credit Union account, Christmas Club account, Stock/Bond Certificates, Certificate of Deposit (CD), Trust, IRA/401k, Keogh, Mutual Fund, Medical Savings Account, and the total amount of any cash on hand.

**Life Insurance:** We need a copy of the policy AND the current FACE VALUE and CASH VALUE!

**Real Estate:** We need the following information for any Real Estate, including your home: Deed, Mortgage (Principal and Interest), Reverse Mortgage, Tax Bill and Home Owner's Insurance (Declaration Page).

**Income: Earned Income:** 4 weeks of current and consecutive pay stubs, or DFA Form 756. This includes: On the Job Training, Work Study, Stipend/Grant, VISTA, Summer Youth Program, Senior Citizens Community Service, or Census Bureau income.

**If Self-Employed:** Profit/Loss Worksheet, Schedule C, or other income tax return.

**Unearned Income:** Proof of all income from any sources, such as: State Supplemental Income, Social Security (Survivors/Disability/Retirement), Child Support/Alimony (bring all legal documents), Adoptions Subsidy/Foster Care Payment, VA Pension, other Pension, Short/Long Term Disability, Workman's Compensation, Unemployment Compensation Benefits, Annuity/Trust/401k Income, Interest/Dividends/Royalties, Rental Income, Railroad or Strike Benefits.

**Terminated Employment:** Letter from your employer stating your last day worked and reason for termination and proof of all gross wages paid in the current month, or DFA Form 756.

**Expenses:** Rental Expense (Rent Receipt/Lease/DFA Form 775/written Shared Shelter Statement or DFA Form 768 if you have a roommate you do not eat with), Utility Expense (Heat/Electric/Phone/Fuel Assistance Award Letter), Child Care (Receipts/Letter from your Provider/Cancelled Checks), Medical Expenses for anyone 60 years and older or disabled (any expense incurred from illness, including transportation expenses and adult day care).

**All forms can be found at the District Office or on our website at:**

**<http://www.dhhs.nh.gov/dfa/forms.htm>.**

**Questions or concerns can be discussed at your interview.**

**Please bring all proofs with you.**