

INFORMATION/DOCUMENTS TO BRING WITH YOU TO YOUR INTERVIEW

In order to complete your required Annual Re-examination process, you will need to certify to the following information. Please take a moment to review the below list of income, asset and deduction information. If the information below applies to you or any member of the household please bring supporting documentation for each item to your scheduled interview.

1. **Head of household, spouse and members of the household that are 18 years or older** – must attend this interview session. These individuals must bring current identification.
2. **All members of the household** – Bring copies of birth certificates and social security cards.
3. **Disabled Head of household or spouse** – Bring proof of disability assistance. If a live-in aide is required to assist you with complying with your rental lease agreement, please provide information from our medical provider that certifies that the live-in aide is qualified to assist you with your housing needs.
4. **Full-time Students 18 years or older** – Provide current registration forms. If the student has been accepted but has not yet enrolled, we will need a letter of acceptance from the school or institution.
5. **Asset and liabilities** – Provide 6 consecutive months bank statements for all checking accounts and 1 month for savings accounts. Also provide current account information on stocks, bonds, Mutual Funds, Certificates of Deposit and Whole Life insurance policies.
6. **Earned Income** – Income for all members of the household (does not include full-time students) must be disclosed.
 - **Earned Income Tax Credit** – If you and other members of your household 18 years of age or older received an Earned Income Tax Credit on your income tax, provide a complete copy of your Federal Income Tax form (Form 1040) for the most recent calendar year.
 - **Current regular income from wages** – Bring at least 6 of the most recent pay stubs or a statement from the employer as to the current rate of earnings and the length of employment. Also bring the employer's name, address, phone and fax numbers.

- **Current income from jobs where earnings change from week to week** – Bring pay stubs, or a statement from the employer, showing earnings over the past two months.
 - **Self-employment** – Bring a recent income statement, signed by a certified public accountant or a copy of your last income tax return, whichever is most recent.
7. **Pensions, Benefit Income and Other Income** - If any member of your household earns income from any of the following sources, please bring the information suggest. Where an award letter is requested, be sure that it specifies the current amount of income you receive.
- **Pensions and Annuities** – Bring the latest check from the issuing institution.
 - **Social Security** – Bring current award letter.
 - **Unemployment Compensation** – Bring your determination letter, forms #200 or UC0 for unemployment, or your latest check.
 - **Supplemental Security Income (SSI)** – Bring current award letter. Please make sure the SSI income being received for dependants is also provided.
 - **TANF (AFDC)** – Bring current award letter for cash and food stamp benefits. Also please make sure you provide the name and phone number of your caseworker.
 - **Workmen’s Compensation** – Bring Approval of benefits and know the amount of your latest check.
 - **Alimony** – Bring the court order.
 - **Child Support** – Bring the court order or child support statement and your case number.
 - **Educational Scholarships, grants and Stipends** – Bring current award letter, and a statement showing expenses for tuition and fees.
 - **Support for Foster Children** – Bring current award letters.
 - **Veterans Benefits.** Bring current award letter VA Form 22-1992 and know the amount of your latest check.
 - **Other Public Assistance** – Bring current award letter.
8. **Care of Sick, or Care of Children** - If you pay for someone to take care of your children, under 13 years of age or to take care of a disabled family household member, please a letter and any receipts from the care provider. Please include information for state provided daycare assistance.

9. **Medical Expenses (Clients 62 years and older or disabled/handicapped)** - Please bring in all cancelled checks or other proof of payment for expenses over the past 12 months for doctor bills, dental bills, hospital care, medical insurance premiums, medicines, etc, which were not paid by insurance and which you expect to reoccur this next year. (If you anticipate additional expenses please bring any proof you may have.)

It is required that you bring in the above information to retain your eligibility status on the Section 8 Program. Failure to comply with the requirements may result in the termination of your Housing Choice Voucher assistance.

WARNING: Section 1001 of Title 18 of the U.s. Code makes it a criminal offense to make willful false statements of misrepresentation to nay Department or Agency of the U.s. as to any matter within its jurisdiction.