

# **KIT CARSON COMMONS**

## **CHECKLIST FOR APPLICATION APPOINTMENT**

The following items will be required at the time of the scheduled interview.

THE INTERVIEW WILL NOT BE CONDUCTED WITHOUT THESE ITEMS:

- Birth Certificates for every household member or verification of Citizenship status
- Verification of Social Security Numbers for all household members: SS Cards or other government issued documents that indicates the SS numbers
- Picture ID's for adult household members
- Correct addresses and phone numbers of current and previous landlords
- Correct addresses and phone numbers of current and previous employers
- Last six weeks of pay stubs if currently working
- Acceptance letter or class schedule from a post-secondary institution showing cumulative GPA
- Award Package from post-secondary institution
- Account Summary and account overview from post-secondary institution
- K-TAP/TANF/SNAP Award Letters for current year if applicable
- Medical Assistance Cards for children (if applicable)
- Proof/amount of child support received in previous and current year
- Proof of all assets if over \$5,000. Assets include, but are not limited to checking accounts, savings accounts (including IRA's, Keoghs, certificates of deposit, mutual funds, stocks, bonds, treasury bills, real estate, trusts, whole life insurance, etc.).
- Proof of veteran status (if seeking veteran preference)