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)