

DOCUMENTS YOU MAY NEED FOR BENEFIT APPROVAL

The examples provided below are to help you get ready for your interview with your DHS worker.

Please COPY only the documents needed to complete your application or re-certification.

For a TELEPHONE INTERVIEW, you must send in copies of the required documents to your worker BEFORE the scheduled interview date.

For an IN OFFICE INTERVIEW, BRING in the required documents with you.

If you need help obtaining or copying any of these documents, please call the worker listed on your appointment letter, or visit your local community action agency. See back page of application for locations and contact numbers.

VERIFICATION OF:

DOCUMENTS YOU MAY NEED:

CHILD SUPPORT PAID

A copy of the court order and proof of the amount paid, such as a canceled check or a written statement.

DEPENDENT CARE EXPENSES

Receipt showing your out-of-pocket child/adult care expenses.

EARNED INCOME

Most recent pay stubs (4 or more weeks), including tips and commissions if applicable, or a letter from your employer showing gross income and hours worked.

IDENTIFICATION

An applicant and or authorized representative will need at least ONE form of identification such as: Passport or Certificate of Naturalization; driver's license; birth certificate; voter registration card; military or RI state ID card; work or school ID card; health benefit card or a library card. A Social Security number for all household members applying for benefits is required. (Social Security cards are not required.)

IMMIGRATION STATUS

If a NON-CITIZEN, proof of immigration status is required and sponsorship information may be needed.

MEDICAL EXPENSES

INDIVIDUALS WITH A DISABITILY OR AGE 60 OR ABOVE: medical costs including, medical bills NOT REIMBURSED, prescription costs, Medicare card showing "Part-B" and "Part-D" coverage.

RESIDENCY

One document indicating current address (i.e. utility bill, bank statement, etc.)

RESOURCES

In SOME CASES resources may apply. They include verification of liquid resources, bank statements, stock and bond certificates and proof of property ownership. Vehicle registration may be required.

SHELTER COSTS

Rent receipt, mortgage payment statement, rent/lease agreement, statement from HUD, statement from person who shares shelter costs, utility bills, statement from utility company, statement from landlord.

STUDENT INCOME

An applicant may be required to provide verification of educational (LOAN / GRANT / SCHOLARSHIP) expenses including, but not limited to, tuition and fees.

UNEARNED INCOME

Most recent copy of Social Security award letter; proof of unemployment; Worker's Compensation; pension; child support; alimony; TDI; rental income; dividends or any interest income; adoption subsidy; EITC; foster care income; out of state assistance.