Documents Needed for Full Application

Housing Choice Voucher Program

Identification and Citizenship

- Current State Driver's License or State Identification for all adults 18+
- Social Security cards for all household members
- Birth certificates for all children under age 18
- Non-citizens must provide either: Resident Alien Card, Alien Registration Receipt Card, Temporary Resident Card, or Employment Authorization Card

Income

- Proof of Income for all household members (dated within the last 30 days of submission):
    - Copies of 2 most current consecutive paycheck stubs (if employed)
    - New-Hire – Letter on company letterhead containing ALL of the following: State, Date, Hourly Rate, Approximate Average Hours and Frequency of Pay
    - Copies of benefit letters for Social Security, SSI, SSDI etc.
    - Copies of all other income documentation, i.e. child support, pensions, etc.
    - Self-employment – IRS Tax Forms 1099 or 1040 (if applicable)

Assets

- Proof of Assets (dated within last 30 days)
    - Real Estate – mortgage, or deed
    - Life insurance policies, stocks, bonds, trust, other Investments
    - Most recent bank statements

Education:

- Financial aid, education grants & scholarships for any household member attending college/ technical school (if applicable)

Medical and Child Care Expenses

- Receipts for out-of-pocket medical or disability expenses ONLY IF the Head of Household, spouse or co-head is 62+ years of age OR the head of household is a person with disabilities
- Proof of allowable deductions for head of household, elderly disabled or handicapped medical, childcare, students 18 years or older.
- Letter on letterhead from childcare provider and/or receipts for out-of-pocket childcare expenses (if applicable).