

The following information (as it applies to your household) must be provided in addition to the completed forms for the annual recertification process. All household members 18 years or older must sign the appropriate forms.

INCOME: (Required for all household members)

- Employment six most recent pay stubs
- Last Federal Income tax (1040) form and W-2(s), (if you don't have a copy, call the IRS for a free transcript 1-800-829-1040).
- Self-employed - schedule C of last Income Tax Statement
- Social Security and/or SSI letter
- Pension - current 3rd party verification
- Alimony and/or child support-copy of support order w/ current proof of amount received (written letter for private agreements/Monroe County printout for formal cases.)
- Support from family/friends/other. Provide written statement stating how much per month is provided.
- Unemployment compensation - 3rd party verification
- Social Services - current budget sheet – (cash assistance, food stamps and/or medicaid).

Assets:

- Checking and/or Savings Accounts - last three bank statements and annual interest statement
- Certificates of deposit, IRA's, annuities, stocks, bonds - copy of last statement
- Real Estate - deed & verification of market value
- Life Insurance – statement showing current cash surrender value

Expenses: Medical expenses apply to elderly, handicapped or disabled households only.

- Childcare expense- name, address & phone number of provider and proof of payment.
- Out of pocket medical expenses - proof of expenses incurred during last twelve months including medical insurance premiums. Include co-pays for physicians, prescriptions/pharmacy costs (provide one year printout from pharmacy), medical insurance premiums, proof Medicaid spenddown was met.

Other:

- Current school schedule (with credit hours) for student family members 18 and older.
- Proof of rent increase (lease renewal/written increase notice signed by the tenant and landlord).

NOTE: FAILURE TO COMPLETE INSPECTION AND PAPERWORK FOR RECERT WILL RESULT IN TERMINATION OF ASSISTANCE.