



Mandatory Documents Required Printed (Not on your cell phone) Prior to Receiving Services for New and Returning Clients
(Effective October 15, 2024)

- Client must have an address and live within our service area.
- Must have a rental agreement and a copy of a utility bill with the same address, or if renting a room only we need a signed pantry room rental form from the property owner (room rental form available). If there is no rental agreement or if you own your home, we will need 2 utility bills with your name and address.
- ID's & Social Security cards for all adults (18 years and older) in the home.
- SS cards (U.S.A. born) or birth certificates (born out of the U.S.A.) for all CHILDREN under 18 years of age in the home
- Head of household must apply for assistance.

Proof of all residential income (Names must be printed on all income papers) which pertains to your household is required (examples below):

- Passport to Services from DPSS which includes Cash Aid and Foods Stamps (Current Month). We will no longer accept NOA (notice of action) for cash aid and foods stamps!!
- Current payroll stubs for one month's income
- Unemployment check stubs or denial letter
- Social Security award letter (Current Year)
- Income in kind and/or sworn statement of cash earnings. (must sign a pantry affidavit form)
- Court ordered child/spousal support
- Retirement, annuity, or school grant stubs