

REQUIRED DOCUMENTS

Please provide us with the following documents, if applicable:

- **Proof of Citizenship** (*see next page for immigration documents*)
 - Birth certificate, valid U.S. passport, and/or certificate of citizenship (*ALL household members*)
- **Social Security Cards** (*ALL household members*)
- **Picture I.D.** (Valid Florida DL or FL ID ONLY) (*ALL household members 18 years and older*)
- **Marriage / Divorce / Adoption Documents** (*If applicable*)
- **Proof of ALL household Income (No exceptions, please bring ALL required documents)**
 - Copy of current pay stubs (3 months required)
 - Copy of current tax return (all pages)
 - Original statement from employer on letter head with the following information:
 - Beginning and/or ending date of employment
 - Rate of pay
 - Overtime rate after 40 hours
 - Frequency of pay (weekly, biweekly, etc.)
 - Number of hours work per week
 - For Alachua County School, please provide the number of days work per year
 - Copy of Social Security and/or Supplemental Security Income (SSI) benefits letter
 - Proof of cash assistance or food stamps from DCF
 - Proof of alimony
 - Original child support (*Actual court order or notarized statement*)
 - Unemployment benefits, workman compensation, or military service pay
 - Contribution from family, friends, and/or organizations (*notarized statement*)
- **Proof of residency**
 - Lease
 - Electric bill
 - Phone bill (home and/or cellular)
 - Water bill
- **Miscellaneous**
 - Proof of out of pocket childcare expense directly from the childcare provider.
 - Life insurance policy (*Whole Life or Universal or Term Insurance*)
 - Proof of (12 months) out-of-pocket medical expenses (*disabled, handicapped, or 62 years + ONLY*)
 - Verification of full-time student status (*class schedule & financial aid docs. for students 18 years +*)
 - Guardianship/court documents (*foster care or relative care giver*)
 - Verification of current bank accounts: include credit unions, C.D., checking, savings, mutual accounts, or stocks (*Last 3 months*)
 - Verification of car payment and insurance
 - Citizenship Certification form (*ALL household members*)
 - HUD Form 9886
 - Authorization to obtain criminal background records form (*ALL household members 18 years and older*)

Failure to provide ALL documents required, at the same time, will result in your family being dropped from the waiting list, not being recertified, and/or terminated from the Section 8 or Public Housing Programs.

ACCEPTABLE DOCUMENTS FOR ELIGIBLE IMMIGRANTS

Please provide us with the following document(s):

- **Alien Registration Receipt Card** (form 1-551)
- **Arrival-Departure Record** (form 1-94) with one of the following annotations:
 - A) “Admitted as Refugee Pursuant to Section 207”
 - B) “Section 208” or “Asylum”
 - C) “Section 243” (h) or “Deportation stayed by Attorney General”
 - D) “Paroled Pursuant to Section 212 (d) (5) of the INA”

Note: If form 1-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:

- A) “A final court decision granting asylum (but only if no appeal is taken)”
 - B) A letter from an INS asylum officer granting asylum (if application is filed on or after October 1st, 1990) or from an INS district director granting asylum (if application filed before October 1st, 1990)
 - C) A court decision granting withholding of deportation
 - D) A letter from an asylum officer granting withholding of deportation (if application filed on or after October 1st, 1990)
- **Temporary Resident Card** (form I-688), which must be annotated “Section 245A”
 - **Employment Authorization Card** (form I-688B), which must be annotated “Provision of Law 274.a12 (11)” or “Provision of Law 274a.12”
 - A receipt issued by the INS indicating that an application for issuance of replacement document in one of the above-listed categories has been made and the applicant’s entitlement to the document has been verified.

Failure to provide ALL documents required, at the same time, will result in your family being dropped from the waiting list, not being recertified, and/or terminated from the Section 8 or Public Housing Programs.