

Verification Checklist

Below is the list of verifications you need to give us so we can determine if you are eligible for assistance. You must submit these **verifications to your case manager** by \_\_\_\_\_. If you do not give the required verifications, your case may be denied or closed. You can drop off, mail, or fax your verifications to your case manager. Please include your name and Social Security number (if provided) on every page of the documents you submit to make sure they get to your case manager.

**Need Help?** If you have any questions or are having problems getting a verification, please call your case manager as soon as possible.

**Client Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Case Manager Name** \_\_\_\_\_

**Case Manager Telephone Number** \_\_\_\_\_

**TAO Fax Number** \_\_\_\_\_

**PROOF OF WHO YOU ARE**

What You Need to Prove	Examples of Proofs You May Provide
<b>Identity</b> For whom:	Driver's license, birth certificate, hospital birth record, court records, or other official government documents.
<b>Date of Birth</b> For whom:	Driver's license, birth certificate, hospital birth record, court records, or other official government documents.
<b>Social Security Number</b> For whom:	Tell us the Social Security number of your household member(s) or show that you have applied for a Social Security number for all household members applying for benefits.
<b>Relationship</b> For whom:	Birth certificate showing name(s) of parent(s), marriage certificate, divorce papers, adoption papers, or records that show that all members of your household are related.
<b>Foster Care</b> For whom:	Child protection agency documents or court records that show a foster care arrangement.
<b>Guardianship</b> For whom:	Child protection agency documents or court records that show a guardianship arrangement.
<b>Citizenship</b> For whom:	U.S. passport, birth certificate, certificate of naturalization.
<b>Noncitizen Status</b> For whom:	Alien Registration Card, Employment Authorization Card, Temporary Resident Card, Arrival-Departure Record or other written documentation from the United States Citizenship and Immigration Services or an Immigration Attorney. Documents showing sponsorship arrangement.
<b>School Attendance</b> For whom:	Signed statement from a school official or School Verification form; or you may provide good cause for not meeting school attendance requirements.
<b>Family Cap Exception/Waiver Request</b> For whom:	Proof that a child may be included in your grant. Your case manager will tell you what proofs you need and give you a DTA form that you must complete and return.

**PROOF OF WHERE YOU LIVE**

What You Need to Prove	Examples of Proofs You May Provide
<b>Address</b> For whom:	Current rent receipt or lease, deed, mortgage statement, Landlord Verification form, Shared Housing Verification form, voter registration card or written statement from the person with whom you are living.
<b>Living Arrangement</b> For whom:	Current rent receipt or lease, deed, mortgage statement. If you are living with another person and are sharing expenses, a Shared Housing Verification form or written statement from the person with whom you are living that shows the entire monthly housing costs and your portion of the monthly costs.
<b>Massachusetts Residence</b> For whom:	Current rent receipt or lease, deed, mortgage statement, Landlord Verification form, Shared Housing Verification form, voter registration card or written statement from the person with whom you are living.
<b>Temporary Absence</b> For whom:	Proof that absence is temporary, for example, medical documentation, work, school or institution documents.

**PROOF OF YOUR INCOME**

What You Need to Prove	Examples of Proofs You May Provide
<b>Earned Income</b> For whom:	Proof of gross income for all household members. The last 4 weeks' pay stubs or a statement from your employer written on company letterhead.
<b>Self-Employment Income</b> For whom:	Records that show gross income: tax records, IRS 1099 form, or other appropriate documents. Also, provide business records to prove your business-related expenses.
<b>Rental Income</b> For whom:	Records that show how much you receive for rent from your tenant or roomer/boarder: lease agreement or written statement from the tenant showing the amount of rent paid. To get credit for business costs for your rental unit(s), give us copies of mortgage, tax bill, home insurance, water and sewer bills; and current utility bills if utilities are provided for the rental unit(s).
<b>Business Expenses</b> For whom:	Business records to prove your business-related expenses. To get credit for business costs for a rental unit(s), give us copies of mortgage, tax bill, home insurance, water and sewer bills; and current utility bills if utilities are provided for the rental unit(s).
<b>Unearned Income</b> For whom:	Proof of unearned income for all household members. Benefit or award letter, copy of payment document or check, or written statement from agency making the payment. For example, Retirement, Survivors, Disability Insurance (RSDI), SSI, Unemployment Benefits, Worker's Compensation, Veteran's Benefits, Railroad Retirement Benefits, support/alimony payments received, pension award letters.
<b>Reason Not Employed</b> For whom:	Layoff notice or letter of dismissal, current unemployment registration, proof of unemployment claim status.
<b>Garnishment Amount</b> For whom:	Pay stubs or other income stub showing garnishment amount, or statement from employer or agency written on official letterhead.

**HEALTH AND MEDICAL INFORMATION**

What You Need to Prove	Examples of Proofs You May Provide
<b>Pregnancy</b> For whom:	Statement from your doctor/medical provider of pregnancy and the date your child is due to be born.
<b>Immunization</b> For whom:	Immunization records, a written statement from a health care provider, a completed <i>Certification of Immunization Status</i> form; or provide proof of good cause for not immunizing your child.
<b>Health Insurance</b> For whom:	Copy of health insurance card or copy of health insurance policy.
<b>Physical or Mental Incapacity</b> For whom:	Proof that you are unable to work or participate in a work program activity due to a physical or mental condition. For example, written statement from your health care provider, TAFDC Disability Supplement form, EAEDC Disability Supplement form with the EAEDC Medical Report, proof of Social Security Disability or SSI benefits, proof of application for SSI benefits.

**CHILD SUPPORT INFORMATION**

What You Need to Prove	Examples of Proofs You May Provide
<b>Absence of a Parent</b> For whom:	Court records, divorce decree, separate support order, correctional institution records, proof of death of absent parent.
<b>Paternity</b> For whom:	User defined.
<b>Cooperation with Child Support</b> For whom:	Official documents that provide good cause for not cooperating with Child Support; for example, court, medical, criminal, child protective services, social services, psychological or law enforcement records.

**PROOF OF ASSETS**

What You Need to Prove	Examples of Proofs You May Provide
<b>Bank Account</b> For whom:	Current statement from bank or financial institution for all checking, savings or Certificates of Deposit or IRAs.
<b>Life Insurance</b> For whom:	Life insurance policy or written statement from the issuing agency showing face value and cash surrender value.
<b>Vehicles</b> For whom:	Documents showing the ownership and value of your vehicle(s). For example, the title(s) of a car, truck, or any vehicle or written estimate of the vehicle's fair market value from a licensed dealer.
<b>Burial Insurance or Prepaid Funeral Agreement</b> For whom:	Policy or signed statement from seller; burial contract or trust; cemetery plot deed.
<b>Trusts, Stocks, Bonds, and Other Financial Holdings</b> For whom:	Trust fund documents; proof of ownership of stock certificates and/or bonds; documents showing the value of the asset. If inaccessible, provide proof of inaccessibility.
<b>Other Assets and Financial Holdings</b> For whom:	Documents showing the value of the asset. If inaccessible, provide proof of inaccessibility.
<b>Property</b> For whom:	Current tax bill, written appraisal. If inaccessible, provide proof of inaccessibility.
<b>Pension and Retirement Funds</b> For whom:	Documents showing value of pension, IRA, Keough, 401k or other pension funds. If inaccessible, provide proof of inaccessibility.
<b>Transferred Asset</b> For whom:	Receipts or documents proving how assets were spent.
<b>Lump Sum Payment</b> For whom:	Benefit or award letter, copy of payment document or check, written statement from agency making the payment.

**PROOF OF EXPENSES**

*If you provide any of the optional verifications listed below, you may qualify for higher benefits.*

What You Need to Prove	Examples of Proofs You May Provide
<b>Dependent Care Expenses</b> For whom:	Written statement from your child care provider or a canceled check or money order paid to the child care provider, signed statement from person who is employed or participating in an educational or training activity.
<b>Medical Expenses</b> For whom:	Receipts for out-of-pocket expenses, such as co-payments or premiums on health insurance, dentures, eyeglasses, hearing aid batteries, prescription medications, doctor-prescribed pain relievers, over-the-counter drugs, and transportation expenses that you pay to get medical services.
<b>Child Support Paid to a Non-household Member</b> For whom:	Court documents showing a legal obligation, proof of payment.
<b>Shelter Expenses</b> For whom:	Current rent receipt, Landlord Verification form or lease agreement, mortgage statement, tax and home insurance bills.
<b>Utility Expenses</b> For whom:	Current bills for oil, gas, electricity, telephone (including cellular phone), or other utility expenses such as wood, coal, garbage disposal; fuel assistance letter.

**OTHER INFORMATION**

What You Need to Prove	Examples of Proofs You May Provide
<b>Authorized Representative</b> For whom:	User defined.
<b>Percent Accessible</b> For whom:	User defined.
<b>Date of Death</b> For whom:	Death certificate, newspaper death notice, signed statement from the funeral director, hospital records, police records.
<b>Prior Assistance</b> For whom:	Closing letter or statement that you are no longer receiving assistance in another state.
<b>Vendor Payments</b> For whom:	Certificate or proof that housing meets health and safety standards, including lead paint certificate (if appropriate), current utility bill.
<b>Deemor Information</b> For whom:	Information about a person (deemor) who may be financially responsible for you, for example, statement from a sponsor, proof of that person's additional dependents.
<b>Effort to Become a Citizen</b> For whom:	User defined.
<b>Other (specify)</b> For whom:	User defined.

**Note:**

The acceptable verifications listed above are the most commonly used. They are not a complete list. If you cannot provide one from the list, contact your case manager, who may be able to help you find a different acceptable verification.

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