

## APPLICATION/REAPPLICATION VERIFICATION REQUEST

In order to determine your eligibility for public assistance, it is necessary to provide proof of your statements on the application form. Listed below are those documents most generally required to verify certain eligibility factors. An interview will be scheduled for you. Bring as many of the documents that you have or can obtain. There may be other factors which apply to your situation that also must be verified. Your caseworker will explain what else may be needed, why it is needed, and what is acceptable verification. The county department of job & family services will assist you in obtaining any needed verification you are unable to obtain yourself.

1. **Social Security Card:** You must provide your social security card and the social security cards of each member of your family for whom you applying for assistance. (Metal cards are not acceptable). If you or any member of your family for whom you are applying for assistance has never had a social security card or has lost his social security card, you must go to you local social security office and apply for a social security card and provide verification from the social security office that you have applied for a social security card.
2. **Proof of Identity:** You must provide one of the items listed below for yourself and each member of your family
  - Driver's license
  - State identification card
  - Voter registration card
  - School identification card
  - Work badge or building pass
  - Draft card or military ID
  - U.S. passport or U.S. ID card
  - Credit card with signature
  - Clinic, doctor, or medical records
  - Current report card, if available
3. **Proof of Age:** You must provide one of the items listed below for yourself and each member of your family
  - Birth certificate
  - Baptismal record
  - School record
  - State or federal census record
  - Insurance policy
  - Marriage certificate (not license)
  - Military discharge papers
  - Draft card
  - U.S. passport
  - Driver's license
4. **Proof of Citizenship or Alien Status:** If you are a United States citizen by birth, the verification you provide to show your age (birth certificate, baptismal record, U.S. passport) will also provide verification of your citizenship status. However, if those documents were not used for proof of age or if you were born outside of the United States, are a naturalized citizen or an alien, you will need to provide one of the items listed below:
  - Voter registration card
  - Naturalization certificate
  - Consular report of birth
  - INS I-94
  - INS I-151 or I-551
  - INS I-688
  - Alien registration card
5. **Proof of Residence:** You must provide proof to the county that you are currently a resident of Ohio and the county in which you are making application. Some types of verification are:
  - Rent receipt with your name, address, amount paid and landlord's name and phone number
  - Mortgage book
  - Letter with your name, address, and amount paid from management, mortgage company, or person providing you with shelter
6. **Utilities, Home Insurance, and Property Taxes:** You must provide your last receipt if you pay any of the following:
  - Telephone
  - Gas or oil
  - Electric
  - Water
  - Sewer
  - Home insurance
  - Property tax statement
7. **Proof of Income:** You must provide all of the following items that apply to your case
  - Last 4-6 weeks paycheck stubs
  - Letter from employer
  - Court support order
  - Benefits check or photocopy
  - Benefits letter
  - If self-employed, copy of last income tax statement
  - Rental income (statement from tenant)
  - Strike pay
  - If self-employed, books or bookkeeper's name and phone number
8. **Proof of Insurance Value:** You must provide the following if you have insurance on yourself or any family member
  - Insurance policies (life, hospital, or medical)
  - Statement from agent of insurance company showing present cash value of any life insurance policy
  - Medicare card
9. **Proof of Pregnancy:** You must provide a signed document form your doctor or nurse which includes the estimated date of delivery and the number of fetuses
10. **Proof of Absence of Parent:** If you are applying ADC due to the absence of a parent, you must provide proof that a least one of the parents of your child(ren) is absent. Some types of verification are:
  - Death certificate
  - Divorce papers
  - Separation papers
  - Court support order
  - Proof of incarceration
  - Letter from Red Cross for military

11. **Proof of Assets/Resources:** You must provide all of the following items that apply to your case.
  - A written statement of cash on hand
  - Savings account passbook
  - Checking account statement
  - Trust fund statement
  - Stocks or bonds
  - Motor vehicle(s) title
  - Nonhomestead property mortgage book
  - All available verification regarding real or personal property transferred during the last two years
12. **Proof of Incapacity/Disability:** You must provide one of the items listed below if applicable to your case
  - Signed statement from your doctor explaining your medical condition
  - Referral letter for Social Security Administration (SSA/SSI)
  - Referral letter from Ohio Rehabilitation Services Commission (ORSC)
13. **Proof of Employment Termination:** You must provide one of the items listed below:
  - Notification letter from employer(s) which shows the reason employment ended, the date employment began, the date employment ended, and the amount of last pay
  - Name, address, and telephone number of former employer
14. **Proof of Unemployment:** If your ADC application is made because one of the parents living in the home is unemployed, you must provide all of the items listed below.
  - Proof of marriage or parentage
  - Verification of unemployment compensation
  - Proof of any wages both parents earned during the 24 months preceding the month in which you are applying for ADC payments
15. **Additional Verification:** When you make application with the county department of job & family services you may find that there are additional verification requirements that will have to be met. If that happens, it will be due to the specific situations of your case or because some information provided by you raises an additional question that must be clarified and verified.