



INTAKE UNIT

DOCUMENT CHECKLIST

To help speed up your application for assistance, you must submit the checked documents.

PERSONAL INFORMATION (required)

ID can be:

- Driver's License
- Passport
- National Health Insurance (NHI) Card
- Work Permit Card
- Proof of Residency
 - Belonger Card
 - Naturalization Card

INCOME VERIFICATION (required)

- Last 2 pay stubs or Job Letter
- Bank statement or Bank Letter
- Additional Income (child support, social security, pensions, property rental, allowances)

DEBTS (required)

Receipts for all payments made in the last 2 months:

- Utilities (electricity, water, cable, phone)
- Auto payments
- Credit Cards
- Loan (personal, student)

SOCIAL ASSISTANCE

Daycare Assistance

- Photo Identification of child (ren)
- Letter from education provider indicating enrollment and monthly tuition

Burial Assistance

- Death Certificate
- Invoice from Funeral Home
- Social Security Contribution
- Contribution from House of Assembly Member(s)
- Letter confirming family's contribution

Rental Assistance

- Last month rent receipt/mortgage payment

Transportation Assistance

- Itinerary for travel (ferry, ground, air)

Medical/Medical Equipment & Supplies

- Medical Report *(dated within the last 30 days. A doctor statement that identifies*

your medical problem, expected duration, and addresses your ability to work.

- Medical expenses

Financial Assistance

- Last month rent receipt/mortgage payment
- Utilities (electricity, water, cable, phone)
- Auto payments
- Credit Cards
- Loan (personal, student)

LEGAL AID

- Photocopy of marriage certificate
- Photocopy of divorce
- Court/Police Documents

AGED CARE SERVICES

Homecare Services

- Medical report from referring physician

Homecare Grant Assistance

- Medical report from referring physician
- Copy of Work Permit Identification for Employee
- Employee's monthly salary slip
- Employee's social security/NHI Cards

Senior Residential Services

- Medical report from referring physician
- Social security Card
- National Health Insurance (NHI) Card

FOSTER CARE & ADOPTION SERVICES

- Police Report (each applicant)
- Employment Verification (each applicant)
- Last 2 pay stubs (each applicant)
- Bank statement/transaction record for the last 60 days of account activity for all bank accounts in your name/Bank Letter
- Marriage Certificate
- Birth Certificates (each applicant)
- Two (2) Character References (each applicant)
- Medical Report (each applicant)

Should you require additional information please contact
Ms. Ginny Jacobs, Intake Officer
(284)468-3636-Office
(284) 468-3695-Fax