



Community Action Agency of New Haven, Inc.

781 Whalley Avenue • New Haven, Connecticut • (203) 387-7700, Fax-(203) 387-3987

Please bring all information listed below that applies to your household. **The processing of your application will be delayed if you do not bring all necessary information to your appointment.**

GENERAL INFORMATION

- Social Security numbers for ALL household members;
- Birth dates of ALL household members;
- Verification of any disability;
- A current, active utility bill if your household's primary heating source is through a utility. The bill must be in a listed household member's name who is of majority status (age 18 or older, or an emancipated minor);
- A current rent receipt or Section 8 letter. The letter must include the landlord's name, address and telephone number;
- Current documentation showing proof of a mortgage payment; **and/or**
- Current and complete statements of ALL liquid assets for every household member (e.g., savings and checking accounts, bonds, stocks/shares, Certificates of Deposit, Annuities) Individual Retirement Accounts are also counted as liquid assets if the household member is over 59 ½ years old.

CURRENT INCOME DOCUMENTATION FOR EVERY HOUSEHOLD MEMBER

- The last four (4) week's pay stubs (1 pay stub if paid monthly, 2 pay stubs if paid bi-weekly or 4 pay stubs if paid weekly) and/or workman's compensation benefits for the four (4) weeks prior to your appointment date;
- Current monthly Social Security, SSI and/or Veteran's benefit verification;
- Pension or annuity check stubs, or a letter from the payer on their letterhead stating the gross amount;
- All bank interest and dividend payments for the past month (if more than \$10.00 per month);
- Unemployment Statement from the website www.ctdol.state.ct.us or Unemployment History Printout (within 24 hours prior to appointment) **or your Pin#**;
- Divorce decree or Family Relations Court letter or lawyer's statement verifying the amount and frequency of alimony and/or child support, OR Child Support Enforcement letter or printout, OR a bank statement if payments go directly into a bank account, OR a statement from a legally liable relative of a child if voluntary cash support payments are made directly to you;
- Rent receipts or Tenant's Lease (Property Owners);
- If you or a household member is self-employed, a worksheet will be provided to you when you apply. In addition to that form, you will need to submit a copy of the most recent 1040 IRS form, including all relevant schedules (C, D, E, SE, K, etc.);
- DSS Energy Notification form or DSS Cash Assistance award letter and Food Stamp award notice; **and/or**
- A signed statement indicating the amount and frequency of payments from friends and relatives who are contributing toward your household's support that includes the name, address and telephone number of the contributing person.

Failure to bring all documentation may result in denial of benefits.