

## Information for First-Time Applicants

For first-time applicants, "need" will be the sole basis for eligibility for assistance. Eligibility will be denied for any applicants who are discharged from employment for misconduct. Applicants will need to supply the following information on his / her first visit:

1. Social Security cards for all household members
2. Picture identification
3. Landlord form (if you are renting)
4. Current bills and / or expenses\*, paid and unpaid
5. Verification of all income\*\* for all members of the household (adults and children, if applicable)

All applicants will need to provide current bills, paid and unpaid (Please provide receipt if bill has been paid), and verification of all income for all household members.

### ***\*Household expenses include:***

1. Rent or mortgage
2. Utilities (CMP, heating fuel, water bill, etc.)
3. Food and personal items
4. Household needs
5. Medical
6. Property taxes

### ***\*\*Household income includes:***

1. Wages received for any full-time or part-time or temporary employment
2. Social Security and SSI payments
3. Disability payments
4. Unemployment benefits
5. VA benefits
6. TANF / ASPIRE
7. Child Support
8. Payments from a pension or trust fund
9. Income from any family member including children and / or parents

**YOU MUST SHOW THAT INCOME HAS BEEN USED FOR BASIC NECESSITIES** in the following order:

1. Rent / mortgage
2. Heating fuel
3. Utilities
4. Non-elective medical services
5. Non-prescription drugs
6. Telephone when medically necessary
7. Necessary work-related expenses
8. Personal supplies
9. Food
10. Clothing

Income received within a 30 day period and spent on non-necessities will be considered available to the household, resulting in a reduction or a denial of future benefits. You may also bring with you any other information that you feel will have an effect on your case.