

Saint Joseph County Housing Authority Voucher

You must submit everything on this list that pertains to your household situation.

If you are missing something, please contact the SJCHA office at 574-656-3545 or mail@sjcha-in.com.

INCOME: ALL INCOME IN THE HOUSEHOLD MUST BE REPORTED

- A. TANF - Statement from Food stamp office (DCF) showing amount received for TANF
- B. SNAP/FOOD STAMPS – Statement showing household composition and amount received
- C. EMPLOYMENT – Current consecutive check stubs from the last 60 days. Please check the dates!! If employment has changed and you are no longer employed, please provide authentic documentation from previous employer.
- D. CASH INCOME - Name, Address, and Phone Number for each source of income whether it is for employment for cash or to help you pay bills, etc.
- E. CHILD SUPPORT – Must be verified whether it is court ordered, a side agreement, or in a divorce decree. Must be verified with a 12 month child support docket, legal court order, and/or divorce decree.
- F. SOCIAL SECURITY INCOME/SOCIAL SECURITY DISABILITY - Call the Social Security Administration at 1-574-294-5667 or 1-800-772-1213 to request verification of your social security. (Have them mail it to you). Or a statement from SSA that is not older than 60 days.
- G. UNEMPLOYMENT BENEFITS/ WORKMEN'S COMPENSATION BENEFITS -Payment voucher for unemployment benefits
- H. VA BENEFITS - Statement from VA on benefits received.
- I. SELF-EMPLOYED - Current Income Tax Return including Business Tax Form C and debit/credit ledger.
- J. RETIREMENT FUNDS (Pension, 401(k), etc...) Last statement you have received showing current payments you are receiving.
- K. TAX RETURN - The most recent tax return including the 1040 and W2's filed must be provided for each family member. If you do not have a copy you can obtain one by calling 1-800-908-9946- request a transcript be mailed to you.

ASSETS:

- A. CHECKING AND/OR SAVINGS ACCOUNT – Copies of last 6 month's bank statements for any checking account(s), current statement on saving account(s). (Must be actual bank statement one for each month. Do not bring the transaction only reports the bank will give you unless they are the actual statement. You can always print your statements online or bring your copies you receive in the mail.
- B. INDEPENDENT DEBIT CARD - Copies of last 6 month's of transaction for your debit card that is independent of your bank account (ie: Net Spend Payroll Card, Chime Card, Payroll Card, etc.). Include transactions for ALL accounts you have.
- C. MONEY TRANSACTION ACCOUNTS - Copies of last 6 month's of statements for your independent money transaction accounts.(ie: CASH app, PayPal, Venmo, Apple Pay, Facebook Pay, etc.). Our office has instructions on how to obtain statements for most independent money transaction accounts. Include transactions for ALL accounts you have.
- D. SOCIAL SECURITY DIRECT EXPRESS ACCOUNT - last month's statement
- E. CERTIFICATES OF DEPOSIT/ MONEY MARKETS/ KEOUGH ACCOUNTS, ETC - Last month's statement.
- F. LIFE INSURANCE - includes whole life, term, cash value, burial, etc. - Policy, name and address of company. Bring any statements you have showing current value of policy.
- G. PROPERTY - Statement on value of property - includes homes, boats, mobile homes, land, lots, acreage that you own or which your name is included on a loan or deed. If there is a loan on the property, bring statement on balance owed.
- H. SELLING PROPERTY or SOLD IN THE LAST 24 MONTHS - If you are selling property or have sold property in the last 12 months, etc. you must verify the value, the amount owed, and the costs you have or will incur to sell the property.
- I. RETIREMENT FUNDS (Pension, 401K, etc...) Last statement you have received showing current



value.

EXPENSES:

- A. **CHILD CARE EXPENSES** - Name, Address, and Phone Number of childcare provider. Please call our office and request a child care verification form be sent to you prior to meeting. You will need to bring the completed form to the meeting. It must be filled out by you and the childcare provider.
- B. **CHILD CARE REIMBURSEMENTS** - If you are receiving assistance to pay your childcare expenses for work or school bring the verification/voucher.
- C. **GRANTS/FINANCIAL AID** - You must provide verification of all aid received that enables you to attend school. Verification for Pell Grants bring award letter. In addition, the tuition statement for the expected expenses for the year
- D. **MEDICAL EXPENSES** – If head of household, spouse or co-head is disabled send bills, statements or billing arrangements and a 12 month printout from the pharmacy for all household members. We will review these with you at the time of your appointment.

MISCELLANEOUS:

- A. **CURRENT UTILITY BILLS**
- B. **BIRTH CERTIFICATES, SOCIAL SECURITY CARDS, MARRIAGE CERTIFICATE, AND LEGAL CUSTODY VERIFICATIONS** Medicaid or Medicare Cards (**ONLY IF CHANGES HAVE OCCURED**).
- C. **STUDENT VERIFICATION** – Enrollment verification from the school of any full time student over the age of 18 in the household. If the student is not living at school during the school year, verification of on campus dormitory housing.

You must submit everything on this list that pertains to your household situation.

According to United States Code of Federal Regulations (24 CFR 982.551) you must provide verifications in order to be eligible for the Housing Choice Voucher program.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.

