



Scott Township Trustee, Vanderburgh Co., Indiana

1135 Hoing Road, Evansville, IN 47725 812-297-0749

DOCUMENTS NEEDED TO COMPLETE AN APPLICATION OR ASSISTANCE UPDATE

- ___ 1. **PROOF OF ALL HOUSEHOLD INCOME FOR THE LAST 30 DAYS** - Check stubs, Bank Direct Deposits, Child Support, Social Security Disability, Social Security Income, Pensions, Unemployment, and any other income.
 - A. **NO INCOME CLIENTS** – You will be required to provide a letter of dismissal from employer, sign a WorkOne Wage Inquiry release and/or provide proof of how you have been paying debts. WORK SEARCHES MAY BE REQUIRED TO RECEIVE FURTHER ASSISTANCE.
 - B. **CHILD SUPPORT PRINTOUT**- We will provide you with a form to obtain proof of payments and/or non-payments. *Please note:* If you currently do not have an open child support case you may be required to file for child support and/or TANF within 30 days of completed application.
 - C. **DISABILITY PENDING CLIENTS**- You will need to provide proof of pending Disability case with date of application.
 - D. **TAX INCOME**- Anyone who is required to file a tax return will be required to submit a copy of the current year's return BY MAY 1ST.
- ___ 2. **ELECTRIC/GAS BILL** – most recent bill AND copy of any disconnect notices.
- ___ 3. **WATER BILL** – most recent bill AND copy of any disconnect notices.
- ___ 4. **HOUSING EXPENSE** – Current lease, rent receipt, mortgage statement and/or statement from landlord.
- ___ 5. **BANK STATEMENT** – Needs to be the last 30 days of transactions on ALL accounts. Should be printed from bank and date stamped.
- ___ 6. **MEDICAL INSURANCE CARDS FROM EACH MEMBER OF THE HOUSEHOLD** - Medicaid, Medicare, Humana, HIP, Employer Based Health Care and/or any other medical insurance cards for each member of the household
- ___ 7. **SOCIAL SECURITY CARDS** FOR EACH MEMBER OF THE HOUSEHOLD
- ___ 8. **PICTURE ID FOR EACH MEMBER OVER 18** - Current State ID, Driver's License, Military ID, or passport
- ___ 9. **FOOD STAMP CARD** - If more than one person with a card, or if the household has more than one open case, ALL cards must be provided.
- ___ 10. **FOOD STAMP CASE NUMBER** – If there is more than one case, we will need ALL case numbers. *If you have applied for Food Stamps and are pending evaluation, please provide proof of application.*

PLEASE NOTE: ALL MEMBERS OVER THE AGE OF 18 MUST BE PRESENT TO SIGN THE APPLICATION AND YOU MUST CALL TO SCHEDULE AN APPOINTMENT TO COMPLETE AN APPLICATION OR UPDATE. ALL APPLICATIONS MUST BE COMPLETED IN PERSON IN OUR OFFICE AND ARE AVAILABLE ON A FIRST COME FIRST SERVE BASIS.