

## PARTICIPANT FACT SHEET

Please review the following list to identify what items apply to your family circumstances. Submit written verification(s) to the support your report to this agency at the time of the appointment.

### I. INFORMATION ABOUT YOUR FAMILY'S INCOME AND ASSETS

1. **Employment** - Every member of your family that works regardless of age must submit the information:
  - a. Pay stubs for the last four (4) months. Provide name, address, and telephone of employer.
  - b. Self-employment - A notarized Affidavit anticipating your income for the next 12 months and a copy of your tax return for the previous year.

Note: Employment includes full-time, part-time, seasonal, temporary, etc.

2. **Benefit and Support Income** - If any member of your family receives any other of the following types of income, bring name, address, and telephone number of the source of income, and **written verification** of the amount received:
  - a. Welfare or other public assistance (AFDC, General Relief)
  - b. State disability
  - c. Social Security (SSA and/or SSI).

Note: List and provide documentation on payments received on behalf of your children or anyone else.

**You must contact the Social Security Office at 1-800-772-1213 for a current verification - it takes 10 days for the Social Security Office to mail the verification. Verifications received prior to April 1, 2009 will be considered outdated.**

- d. Unemployment
- e. Child support
- f. Pension
- g. Alimony
- h. Adoption payments
- i. Foster care
- j. Regular support from family members or friends

3. **Amounts in bank accounts** (including savings, checking, Certificate of Deposit, Christmas Clubs, IRA and Keogh Accounts). Submit the account number(s) and **complete bank statements (all pages)** for the past 3 months to support the account balance(s) and income received.
4. **Real Estate You Own** - Submit information about the current value of the property. If you own property and rent it, the address of the property and the information about how much income you received and what expenses you have for the property. (Submit last year's Schedule E from your income tax forms)
5. **Stocks, Bonds, Trusts, Other Investments** - Submit account numbers and statements on value of investments and information about income from investment.
6. **Life Insurance Policies** - Submit name of company and policy numbers, and verification about the cash value and income received, if applicable.
7. **Education Grants and Scholarships** - Submit information about the amount of the assistance and the purpose for which the assistance can be used.
8. **Other Income** - For any other income your family has, submit the name, address and telephone number of the source of the income and information about the amount of the income received. If you are receiving any type of income not mentioned above, you are responsible to inform this office.
9. If you have **sold or given away any assets in the past two years** (such as given a property or an amount of money to another family member), please submit information about those assets.

## II. INFORMATION ABOUT FAMILY MEMBERS

1. **Birth Certificates/Social Security Cards** - Submit copies of birth certificates and social Security Cards for each family member including the head of household. A valid passport in lieu of a birth certificate if a birth certificate is unavailable is acceptable. (Only provide if you have a new family member.) For birth certificates or passports which are in a language other than English, submit a translated birth certificate/passport.
2. **California Identification/Driver License** - Submit a current copy of California Identification/Drivers License for all family members **18 years of age or older**.
3. **Full-time students** - School enrollment verification for family members who are 18 years of age or older and still attending school full-time.
4. **Adopted children** - Submit adoption papers or other proof that the children are members of this household.
5. **Marriage Certificate** - Submit marriage certificate.
6. **Proof of eligible immigration status** - Submit current verification of your immigration status, permanent resident card, employment authorization card, or certificate of naturalization, etc.

Note: If you are missing any of the birth certificates, social security cards or I.D./Driver's Licenses, you must apply for them before July 1, 2009. Provide receipts to verify that you have applied for them.

### III. EXPENSES

Submit receipts and/or prints about any of the following expenses you expect to have during the next twelve months and that are NOT paid by your insurance, an agency or a 3<sup>rd</sup> party:

1. Medical expenses not covered by insurance. This includes medical/dental insurance premiums (elderly & disabled families only). Provide print-out from the pharmacy reflecting out of pocket expenses for prescriptions not paid by insurance or a third party or receipts for any medical expenses.
2. Childcare expenses to care of any child under the age of 13 that enables you to work or attend school. Provide receipts, name, address and telephone of provider.
3. Expenses to care for a disabled family member that enables you to work. Provide receipts, name, address and telephone of provider.
4. Rent receipts for the past three (3) months.
5. Gas and light bills for the last four (4) months.

### NOTES:

1. Unemployment print-outs must be provided for any individual(s) who are over the age of 17 **and** who are not employed or receiving Supplemental Security Income (SSI).
2. A notarized statement must be provided for any individuals who are over the age of 17 and reporting no income. The notarized statement must be completed by the individual reporting zero (0) income. Statement must certify that the individual has no income and must list their means of support.