

ALL Other Adults in Home _____

Number of Household members: _____ Household Members 18 and over: _____

All Income documentation needed for the (4) four months prior to your appointment:
Example; if your appointment is in January you need to bring documents for: Sept, Oct, Nov and Dec

- Social security cards for everyone in the home
- Heating source: _____ bring current heat bill. PSE or Cascade
- Renters : Current rental agreement, or KCR landlord statement (print from kcr.org)
- Homeowners: Title or Monthly payment statement or property tax statement.
- Picture Ids for everyone 18 or older in the home
- Address Verification: Any mailed document for everyone 18 or older in home

BRING DOCUMENTATION FOR ALL INCOME SOURCES THAT APPLY TO YOUR INDIVIDUAL HOUSEHOLD
These are just some of the ways you could receive income.

- Employment: All check stubs or payroll print out showing **gross** pay for everyone 18 and older
- Unemployment: You must fill out a fax request form for your unemployment income. The form is located on our website. It takes 7 – 10 days for your request to be processed. You may have them fax it to us at (360)525-6191.
- For anyone 18 or older in the home with no Income: **They must be present at time of appointment.**
- School Identification: Anyone in household, who is 18 and older, still in high school need s school ID.
- Self-employment: Business License required. KCR self-employment form must be completed prior to appointment (print from kcr.org). Please provide bank statements for the last four months showing business earnings. Expenses may only be deducted if a copy of the receipt is included.
- Rental Income: Rental agreement or copy of receipts from tenant.
- Public assistance (TANF/GAU/REFUGEE): Most current award letter or printout showing grant amount
- Social Security, Veterans Benefits, Pension or Retirement: You must bring a current award letter, copy of checks, or bank Statement if direct deposited for the periods requested.
- L&I: Print out of payment history. Print outs can be obtained at 500 Pacific Ave St #400. Phone 415-4000
- Alimony /Receiving/paying Child Support: Copy of checks, divorce decree or statement from child support enforcement showing current amount.

YOU MUST BRING ALL DOCUMENTATION AND BE ON TIME OR WE WILL NOT BE ABLE TO SERVE YOU.
IF YOU ARE MISSING INFORMATION OR ARE MORE THAN 10 MINUTES LATE YOU WILL BE REQUIRED TO SCHEDULE A NEW APPOINTMENT.

Appointment Date _____ Time _____

[<<<CLICK HERE TO SCHEDULE APPOINTMENT>>>](#)