

## General Assistance Initial Appointment Checklist

*Items to bring to your appointment to begin application process*

Driver's License or State ID

Social Security Card

Birth Certificate (if no other ID available)

Proof of Zion Residency

*Lease, mortgage statement, or a notarized letter from lessee if name not on the lease, housing assistance information*

If not U.S born, Permanent Residency Card or Naturalization Cert.

Written verification from DHS on benefits applied for/or receiving

*Food Stamps, Medical Card, TANF*

Proof of all Income for last 30 days

Utility bills for the current month

Denial from VA

Life Insurance Policy

All Current Bank Statements

Parole / Probation paperwork

Marriage Certificate or Divorce Decree (incl. child support order)

Verification from Workman's Compensation claim/benefit

**If you are able to work, you must also provide these items:**

Unemployment Compensation Benefits eligibility letter or print out dated within the last 30 days

Verification of current Illinois Job Service registration, copy of resume

10 Employment applications

**If you are unable to work due to disability, you must provide these items:**

Social Security Administration receipt indicating application date for Disability and/ or SSI paperwork

Completed medical form or DHS Report of Incapacity completed by your physician

If on medical leave of absence, a letter from your employer to verify status

**This is a list of general requirements. Accordingly, some items may not apply to you; or additional items may be request from you.**