



### Ohio 811 Program Documentation

*The following checklist is designed to assist applicants and their referral agents with gathering the necessary documentation to apply for an Ohio 811 Program apartment at one of our properties. Additional items may be requested by the property manager to complete the application process.*

- Valid State ID or Driver's License (all household members over 18)
- Birth certificate (all household members)
- Social Security card (all household members)
- Proof of citizenship/legal status (if applicable)
- Most recent Social Security Administration (SSA) award letter for Social Security benefits, Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)
  - o The award letter should include Gross Amount, Deductions, Garnishments, Delayed Benefits, Adjustment for Past Overpayments and Net Amount
  - o Preferably dated within 120 days of move in. The award letter can generally be used for the entire calendar year to document income from this source
  - o If applicant has applied for benefits or is in the appeal process—documentation from SSA will be needed stating this and that the applicant is not currently receiving any benefits
- Earned income—six (6) most recent, consecutive pay stubs
- Self-Employment—last two years tax returns including Form 1040 and Schedule C (if applicable)
- Pension or Retirement Benefits—latest check stub from the issuing institution, or most recent account statement displaying gross benefit
- Unemployment—Copy of unemployment letter or online benefits printout
- Child Support—documentation of amount received; paperwork from Child Enforcement Agency; paperwork from court system
- TDAP or TANF—documentation of amount received
- Regular cash gifts/contributions from family/friends—Statement or affidavit signed and dated by the person providing the assistance, giving the purpose, date(s), and value of each gift
- Payee Account Information (if applicable)
- STABLE Account statements (if applicable)\*
- Checking Account or Direct Express—6 months of most recent statements
  - o If the account has not yet been open for 6 months, bring full copies of ALL statements and bank papers/documentation from opening account



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- Savings Account, Retirement Plans, Money Market, Mutual Funds—most recent statement
- Life Insurance—Copy of current policy binder or coverage summary page
- Documentation of all mortgages held on property currently owned, along with rental info if renting the property
- Custody of Children—documentation from court system
- Child Care Expenses—a statement or printout of payments made to the provider, including documentation supporting fluctuation for summer breaks and/or after school care
- Medical Expenses—dated receipts or statements showing medical expenses paid in the past 12 months, and any medical bills the household anticipates paying during the next 12 months
  - o Medical expenses can be for anyone in the household

*\*Income deposited into STABLE Account cannot be used in income or asset determination. It is exempt in the rent calculation process.*