



ITEMS TO BRING TO THE INTERVIEW

"PLEASE READ THIS PACKAGE VERY CAREFULLY!"

MAKE SURE YOU HAVE ALL NECESSARY DOCUMENTS REQUIRED TO COMPLETE YOUR ANNUAL RE-EXAM.

ALL PERSON (S) 18 YEARS OF AGE AND OLDER LIVING IN THE HOUSEHOLD MUST COME INTO THE OFFICE WITH THE HEAD OF HOUSEHOLD.

I. INFORMATION ABOUT YOUR INCOME AND ASSETS:

1. EMPLOYMENT INCOME: For every member of your family who works, bring the following information:

- Name, address, telephone number of employer
- Current rate of regular pay and overtime pay and the number of hours per week normally worked. The number of pay stubs needed if:
 1. **Paid weekly require most six (6) consecutive pay stubs.**
 2. **Paid bi-weekly requires most three (3) consecutive pay stubs.**
 3. **Paid monthly require most recent two (2) consecutive pay stubs.**
 4. **Paid semi-monthly requires most recent four (4) pay stubs.**
- Information about any changes you expect in your pay or the number of hours worked during the next twelve months.
- Other type of income you expect to receive from employment, such as tips, commissions, profit-sharing programs, etc.

2. BENEFIT AND SUPPORT INCOME: If any member of your family receives any of the following types of income, bring name, address, and telephone and/or fax number of the source of income, and

information about the amount received (**not more than 60 days old**):

- **UNEMPLOYMENT COMPENSATION**
- **WORKERS COMPENSATION**
- **SOCIAL SECURITY**
- **ANNUITY**
- **SUPPLEMENTAL SOCIAL SECURITY**
- **PENSION**
- **RETIREMENT FUNDS**
- **SEVERANCE PAY**
- **DISABILITY INCOME**
- **ALIMONY**
- **DEATH BENEFIT**
- **CHILD SUPPORT**
- **CASH PAYMENTS**
- **VETERAN'S BENEFITS**
- **TANF OR OTHER PUBLIC ASSISTANCE**
- **REGULAR SUPPORT FROM FAMILY MEMBERS OR FRIENDS**
- **FOOD STAMP AWARD LETTER**

- 3. AMOUNTS IN SAVINGS AND CHECKING ACCOUNTS** (Including Christmas Clubs, Certificates of Deposit, IRA, and Keogh Accounts). Bring bank statement, passbook for saving accounts or and an ATM receipt.
- 4. REAL ESTATE YOU OWN.** Bring information about the current value of the property. If you own property and rent it, bring the address of the property and information about how much income you receive and what expenses you have for the property. (Bring last year's Schedule E from your income tax forms.)
- 5. STOCKS, BONDS, TRUSTS, OTHER INVESTMENTS.** Bring account numbers and statements on value of investments and information about income from investments.
- 6. EDUCATIONAL GRANTS AND SCHOLARSHIPS.** If any members of your family receive an educational grant scholarship, bring information about the amount of the assistance and the purposes for which the assistance can be used. Bring the name address, and telephone number of the institution providing the assistance.

7. **OTHER INCOME.** For any other type of income your family has, bring name, address, and telephone number of the source of the income and information about the amount of the income.
8. **SELF-EMPLOYMENT.** For example: monies received for babysitting, doing hair, running errands for others, cutting grass, providing general labor for a fee, etc.
9. **ASSETS SOLD OR GIVEN AWAY.** If you have sold or given away any assets in the past two years (such as giving property or an amount of money to another family member, please bring information about those assets.

II. INFORMATION ABOUT FAMILY MEMBERS:

1. **PHOTO IDENTIFICATIONS.** Current Ohio State Driver's License or current State identification for each household member 18 years old or older.
2. **SOCIAL SECURITY CARDS.** For every person (s) in your household.
3. **BIRTH CERTIFICATES.** For everyone in your household. If you are adding a person(s) 18 years of age or older, that person must be present at the appointment. They must sign an authorization form allowing the HCVP Department to perform a criminal background check.
4. **CHILDREN.** When adding new children bring birth certificates, custody agreement, adoption papers, or other proof that children are members of this household.
5. **NEW FAMILY MEMBERS.** Provide a letter from your current landlord stating that it is okay to move additional person(s) into the household such as relatives, a spouse, foster children, or anyone that is 18 years of age or older, etc.
6. **FULL-TIME STUDENTS.** If any family member(s) are 18 years of age or older and still attending school full-time, bring information about where they attend school.
7. **DISABILITY-** If any member in your family has a disability, bring information about any income the member received because of his/her disability.
8. **IF INCOME FOR ANY HOUSEHOLD MEMBER HAS CHANGED SINCE YOUR LAST RE-EXAM-** Provide written verification of the date income was terminated, reduced, or increased.

9. **FOR EACH ADULT MEMBER OF YOUR HOUSEHOLD WHO IS CLAIMING "NO INCOME" (INCLUDING YOURSELF):** Provide written documentation on how you support your family.
10. **IF YOUR MARITAL STATUS HAS CHANGED SINCE YOUR LAST RE-EXAM.** Provide marriage license, divorce decree and/or separation papers.

III. EXPENSES:

1. BRING INFORMATION ABOUT ANY OF THE FOLLOWING EXPENSES YOU EXPECT TO HAVE DURING THE NEXT TWELVE MONTHS.

- **MEDICAL EXPENSES NOT COVERED BY INSURANCE.** If you are 62 years of age or older, or disabled or handicapped, and are claiming medical expenses, provide names and address of all hospitals, physicians, pharmacies and written verification of expenses. (Please see attached allowable medical expenses.)
- **MEDICAL INSURANCE PREMIUMS** or amounts deducted from your pay for medical insurance. **Elderly or disabled families only.**
- **CHILDCARE EXPENSES.** To care for your children while you are at work or school. Please provide name and address of provider and written documentation of amount paid to provider.
- **DISABILITY EXPENSES.** To care for a disabled family member while you work.
- **REASONABLE ACCOMODATION.** Provide written verification from a qualified professional if you require a reasonable accommodation.

***PLEASE SIGN THE PRIVACY ACT (Form 9886) AND CLIENT CONSENT FORM AND BRING THEM TO YOUR INTERVIEW.**