



Vista del Camino UTILITY Appointment Checklist

You must provide ALL of the following documents to determine eligibility for services.

Any missing information will delay your request. An appointment does not guarantee assistance.

- **Verification of Lawful Presence for Applicant:** i.e., U.S. birth certificate, U.S. Passport, naturalization certificate or permanent residency card.
- **Social Security cards** for **ALL** individuals living in the home including: roommates, friends, other relatives, temporary guests, etc.
- **Photo Identification** (State of Arizona or government issued) for applicant.
- **Utility bills** (SRP, APS, SWG, and City of Scottsdale water) For M-power bring a recent receipt or 30 day payment history
- **Utility deposits** Receipts/verification from your landlord to verify that rental deposit and 1st month's rent is paid.
- **Current lease**

- **Income verification** for **ALL** individuals living in the home over the past **30 days** including the date of appointment this includes: roommates, friends, other relatives, temporary guests, etc.

Bring all that apply-income includes:

- Pay stubs from employment
 - Benefit letters for Cash assistance, V.A. benefits, and/or Social Security* (SSA, SSDI, and/or SSI)
You may obtain SSA benefit letters online at www.socialsecurity.gov or by calling 800-772-1213.
 - Child Support or Spousal Maintenance payment information (including case/ATLAS number)
Print out the payment history summary at www.azdes.gov/dcse or www.familysupportcenter.maricopa.gov
 - Unemployment Insurance weekly claim history - Print out the information at www.azui.com
 - Retirement/Pension information (verification of gross monthly payment for the current year)
 - Tribal Per Capita Payments
 - Receipts from selling/pawning personal items and/or plasma.
- If **Self-Employed:** A journal or ledger of income and expenses for the past 30 days (listing the dates, amounts, and name and phone # of clients)
 - If **starting new employment:** Provide an offer letter or statement from your employer verifying start date, date of first pay, rate of pay and hours scheduled to work
 - If **employment ended** within the past 30 days: Provide verification of termination/job loss from last employer (including final date of employment, date of last paycheck, and gross amount of final paycheck)
 - If **attending college/trade school:** Verification of Financial Aid (Pell Grant, Scholarship Verification, Tribal Assistance) and Class schedule
- If there has been **NO INCOME** in the past **30 days**, you must verify how you have paid for rent, utilities, and food since your last source of income: i.e., letters of **Gifts or Loans** received from friends or family, DES/SNAP award letter* dated within the past 90 days (www.healthearizonaplus.gov or www.azdes.gov/myfamilybenefits), Bank statement if surviving on savings, Section 8 annual approval letter, Assistance from churches or other social service agencies. (Statements must include name, address, and phone number of the person who provided assistance and they must be signed and dated. They must specify whether the assistance was a gift or a loan, the amount and date of assistance.)
- **Financial hardship verification/documentation** (if applicable): A hardship would be considered if you had a loss of income or an unexpected expense which was paid from your cash resources within the past 90 days. (Unexpected expenses may include medical, dental, vehicle repair, funeral expenses, and home repairs. Loss of Income may include termination of employment, child support ending, loss of benefits such as TANF, SSI, or UI).

Please Note: *If you are missing any of the above items, please call to request information on possible options. Additional information or documentation may be needed to complete your assessment.*