



**Cuyahoga Job and Family Services
Work First Services
Office of Community Engagement
*Income Documents Sample Checklist***

****Documentation will only be needed if eligibility criteria cannot be verified through online services. CJFS can verify SSN, Income, Identify and citizenship. If the data provided on an application does not match online sources, then customers will be asked to provide documentation.**

SAMPLE CHECKLIST

- State Identification
- Immigration Status
- Sponsored Noncitizen information
- Residency verification
- Social Security Card/Print Out
- Earned, Unearned, or from self employment Verification of Income (**ex:** Copy of Federal Income Taxes, Paystub from wages earned, SSI, W-9)
- Property/Assets (Bank Statements, Deeds, Titles)
- Disability
- Utility Expenses
- Shelter Expenses
- Medical Expenses
- Child Support Obligations and Payments
- Pregnancy
- School Grants or Loans

***The list below provides a general overview of documents that may possibly be needed by CJFS staff when attempting to verify the income of an applicant for eligibility purposes. By no means is this list to serve as an all inclusive document.**