

# What to Submit to HOC Before Your Appointment

Please submit the following documentation and/or fees before your upcoming appointment. It is **VERY IMPORTANT** that you submit the the necessary information **BEFORE** your appointment. If you have any questions concerning the information requested, please contact us.

Below is a list of the documents we need to have **before your appointment**. Please note- if you DO NOT currently receive Social Security Disability or Retirement, you will not have an award letter.

The Federal Tax Return is not the same as a W-2 or 1099, click here for an example of the document if you are unsure. Please note, if you are receiving SSI/SSDI, it is likely you do not file taxes and we do not expect you to bring tax returns.

**Please Note - If you do not submit all of the required documentation that applies to your situation at least 24 hours before your appointment, your appointment will be rescheduled.**

**1. Proof of Income** – We will need documentation to verify the type of income your household receives. –

**IF you are Employed** –

- Bring 1 month of current **paystubs** for all employed adults in the household (Example- if paid biweekly=2 paystubs. If paid weekly=4 pay stubs) **\*\*bank statement deposits cannot be accepted for this)**

**IF you receive a *monthly check*** from Social Security for SSI/SSDI

- Bring your most current **award letter** from Social Security Administration

**IF you receive SNAP** benefit-

- Bring the DHHR letter showing the amount you receive for the most current month

**2. Bank Statements** for the 2 most recent months (checking and/or savings) [click here for an example](#).

**3. If you file taxes**, bring the two most recent **Federal Tax returns**, and W-2's or 1099 for each tax year \*

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**4. If you are divorced**, a **Divorce Decree**

**5. If you have filed bankruptcy**, **Bankruptcy Documentation**

**6. If you receive or pay Child Support or Alimony**, bring the court order regarding payment amount.

**7. Proof of any other income-** (Example- **Section 8 Housing voucher, Self-Employment**)