

## ITEMS TO BRING TO THE INTERVIEW

### **INFORMATION ABOUT YOUR INCOME AND ASSETS**

Employment Income: For every member of your family who works, bring the following information:

- Name, address and telephone number of the employer
- Your four most recent pay stubs
- Federal/State Income Tax filed for previous year and W-2 forms/1099's

**BENEFIT AND SUPPORT INCOME:** If any member of your family received any of the following types of income, bring name, address, and telephone number of the source of income and information about the amount received:

Unemployment Compensation	Social Security	Workers' Compensation
Supplemental Social Security	Pension	Spousal Support
Disability Income	Alimony	Annuities
Child Support	Welfare or other public assistance	
Food Stamp Budget	Regular support from family members or friends	

**AMOUNTS IN SAVINGS AND CHECKING ACCOUNTS** (including Christmas Clubs, Certificates of Deposit, IRA and Keogh Accounts). Bring a current statement for all accounts. Please bring your last 6 months statements for checking accounts. All 1099's received for accounts.

**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).

**STOCKS, BONDS, TRUSTS, OTHER INVESTMENTS:** Bring statements on value of investments and information about income from investments.

**LIFE INSURANCE POLICIES:** Bring statement from insurance company stating current cash value of policy and any dividends earned on policy.

**OTHER INCOME:** For any other type of income your family has, bring the name, address and telephone number of the source of the income and information about the amount of the income.

**ASSETS SOLD OR GIVEN AWAY:** If you have sold or given away any assets in the past two years (such as, giving a property or an amount of money to another family member), please bring information about those assets.

### **INFORMATION ABOUT FAMILY MEMBERS:**

Proof of legal identity – Picture ID with signature for all adult family members 18 years of age and older.

Age – Bring an original birth certificate for all family members of the household.

Social Security cards for all members of the household.

Marriage Certificate and, if applicable, a Divorce Decree, or if no legal papers, a notarized statement that you are separated and the current address of your spouse and statement that he/she will not be part of your household.

Pregnancy statement of due date.

Children – Bring birth certificates, custody agreement, adoption papers, or other proof that the children are members of this household.

Full-time students – If any family member is 18 years of age or older and still attending school full time, bring information about where they go to school.

Disability – If any member of your family has a disability, bring information about any income the member received because of his/her disability.

**EXPENSES:**

Bring information about any of the following expenses you expect to have during the next twelve months.

Medical expenses not covered by insurance (Elderly families only).

Medical insurance premiums or amounts deducted from your pay for medical insurance (Elderly families only).

Childcare expenses to care for your children while you work or go to school.

Disability assistance expenses to care for a family member with a disability while you work or look for work.

**LANDLORD INFORMATION:**

Name, complete address and telephone number for landlords that you rented from for the last three years. Also, the address where you rented.

**CRIMINAL BACKGROUND RECORDS:**

Information on criminal history in New York State and in other states where household members have resided.

Information on household members who are subject to a lifetime registration requirement under a State sex offender registration program.

**VEHICLE INFORMATION:**

We must have drivers license, car registration and insurance cards for all vehicles in your household. All information must be current.