

NEVADA STATE DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
**INFORMATION NEEDED TO PROCESS YOUR APPLICATION**

You or your representative must provide the following items as they apply to your household. These items are needed for whom assistance is requested. We need proof of your household's **current** circumstances. It will help the application process if you or your representative submits the items or information with your completed application. All documents will be returned to you. Your worker will answer any questions you have in your interview.

**IDENTIFICATION/CITIZENSHIP**

- Government Issued Driver's License
- Government Issued Identification Card
- Certificate of Degree of Indian Blood
- School Identification
- U.S. Military Card or Draft Record
- U.S. Military Dependent ID Card
- U.S. Coast Guard Merchant Marine Card
- United States Passport
- Certificate of Naturalization
- Certificate of United States Citizenship (INS Form N-560 or N-561)
- Certified Original United States Birth Certificate
- *If you do not have any of the items listed above, your caseworker will inform you of other possible sources of verification.*

**PROOF OF NEVADA RESIDENCY**

- Current lease or rental agreement
- Rent Receipt
- Current Mortgage Statement
- Nevada Driver's License
- Nevada Voter Registration
- Statement regarding Homeless situation

**EARNINGS**

- Paycheck Stubs or Employer Statement
- If employment ended in the last 90 days, verification of the job ending.

**OTHER MONEY**

Copy of award letter or other verification for:

- Social Security Benefits (RSDI)
- Supplemental Security Income (SSI)
- Worker's Compensation
- Unemployment Benefits
- Veteran's Benefits
- Retirement Pensions/Benefits
- Child Support Payments including copy of Support Order
- Alimony

**OTHER MONEY (cont.)**

- TANF or other Government Payments
- General Assistance
- Educational Income
- Any other money received by any person in your household.

**EXPENSES**

**Shelter Expenses:**

- Rent or Mortgage receipt
- Current utility bill
- Landlord Statement – Signed and Dated
- Proof of Home Taxes and Insurance

**Dependent Care:**

- Receipt or statement from sitter or daycare center with the following information:
  - Name of Sitter or Center
  - Monthly Payment
  - Name and ages of persons cared for
  - Reason for care

**Education Expenses:**

- Statement from School
- Receipts

**Court Ordered Child Support Payments:**

- Copy of Court Order
- Verification of Payment

**RESOURCES**

- Bank or Credit Union Statement
- Vehicle Registration
- Savings Bonds
- Life Insurance Policies
- Retirement Account Statements
- Educational Account Statements
- Trust Documents

**OUT OF STATE BENEFITS**

- Proof of any benefits received from another state other than Nevada.
- Verification the out of state benefits have been terminated.

*\*\*\* This list does not cover all of the possible types of verification you may need to provide to verify your household circumstances. Some programs will not require all of the verification listed above. Your caseworker will inform you of the specific verification needed based on the assistance you are requesting.*

IF YOU CANNOT BRING THIS INFORMATION WITH YOU TO THE INTERVIEW, YOUR CASE MANAGER will give you time to gather it and bring it in. However, the sooner the information is provided, the sooner a determination can be made. If you cannot get the information, your worker will help you if you are cooperating to complete the application process.

### **WHAT HAPPENS AT THE INTERVIEW?**

Your worker will question you about the facts you give on your application. Your case manager will give you a copy of your Rights and Obligations. **READ IT CAREFULLY BEFORE SIGNING.** If you have any questions or do not understand something, ask the case manager to explain it to you.

### **NOW, WHAT HAPPENS TO MY APPLICATION?**

Your application will be processed. As soon as all the needed information is in the casefile, a decision will be made. You will get a letter in the mail telling you if you will receive assistance, how much, and for how long. If you are denied assistance, the letter will tell you why.

**IF YOU ARE APPROVED, TAKE THE FOLLOWING PRECAUTIONS TO BE SURE YOUR EBT AND/OR MEDICAL CARD ARE DELIVERED TO YOU.**

1. Be sure the District Office has your correct mailing address.
2. Make sure your name is on the mailbox.
3. We suggest you have a lock for your mailbox.

### **WARNING:**

**EBT CARDS ABSOLUTELY MUST NOT BE SOLD, GIVEN AWAY OR EXCHANGED FOR ANY ITEM. ONLY ELIGIBLE RECIPIENTS MAY USE MEDICAL CARDS.**