



**DARLINGTON COUNTY COMMUNITY ACTION AGENCY  
REQUIRED DOCUMENTS CHECKLIST**

Client Name:	Client Phone #:
Staff Name:	Date of Initial Intake:
Assistance Requested for: ___ Rent ___ Rent Deposit ___ Utilities (Electric/ Natural Gas/Water) ___ Fuel (Kerosene/Fuel Oil) ___ LP Gas ___ Utility Deposit (Duke only) ___ Food ___ Medication ___ Heater ___ Senior Citizen Employment ___ Youth Leadership ___ College Student Employment ___ Employment Certification/Test ___ Mortgage Assistance ___ COVID-19 Relief ___ Other	

Item #	DATE	PROVIDED		REQUIRED DOCUMENTS
		Yes	No	
1.				<b>Picture ID</b> with current street (physical) address to include lot/apartment number
2.				<b>Social Security Cards</b> for all household members (must be legible)
3.				<b>Proof of Income for the last 30 days for all household members who is 18 years old or over to include all that apply</b>
				• Check stubs (Weekly – 4) (Biweekly –2) (Semi-monthly or Bi-monthly – 2)
				• Current Year Award Letter ALL PAGES (Social Security, SSI, Veterans Benefit)
				• Current Year Benefit Statement (Retirement/Pension)
				• Printout or Statement (child support, TANF, unemployment, utility check, short/long term disability or other benefits). <b>PRINTOUT CANNOT BE MORE THAN THREE DAYS OLD</b>
4.				<b>LAST THREE MONTHS ENTIRE CUSTOMER BILLS - ALL PAGES</b> Bills must be in a household member's name who is 18 years old or older
				• Final notice/customer bill, final notice, disconnection notice, final reminder notice
				• Receipt of payment of non-allowable charges
5.				<b>Eviction notice/landlord statement</b>
6.				<b>Documented Proof of Emergency</b> occurring in the last 30 days
7.				<b>Lease Agreement</b> with listing of all household members

**Your Application WILL NOT BE STARTED until all required documents are provided in a timely manner.** Services are provided based upon the availability of funds and/or issued on a first come first served basis. **Agency's acceptance of an application is not a promise of service to a client.**

If your application has started and documents are missing, your failure to submit any identified documents within 5 days of this notice or by \_\_\_\_\_, will result in your application being voided. If your application is voided, you will have to start a new application and provide updated information to seek assistance.

\_\_\_\_\_  
Client Signature (if provided in person)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Staff Signature

\_\_\_\_\_  
Date