



Community Services Department
PROGRAM PARTICIPANT REQUIRED DOCUMENTS

Identification

- ✓ Photo Identification – head of household
- ✓ Birth Certificate – Child in class / Participant
- ✓ Social Security Cards – All persons in the household

Residence (Proof of living in Waco)

- ✓ Utility Bill
 - Water
 - Electric
 - Gas

Proof of Income (Yearly **OR** Last 60 Days)

- ✓ Yearly Income
 - TANF / Food Stamp Award Letter*
 - W2 Forms
 - Income Tax Return
- ✓ Income from the last 60 days
 - Paycheck stubs
 - Social Security Award Letters
 - Disability Award Letter
 - Employment Verification Form
 - Child Support Statements
 - Unemployment Award Letter
 - Worker's Compensation Statement

** Food Stamps (SNAP) are not counted towards income. The award letter is only used to demonstrate income eligibility.*

NOTICE

Employment Verification Form will be sent to your Employer for completion.

Zero Income Verification Form must be completed if 'Head of household' **OR** another adult living in the 'household' is unemployed