

## ACO Required Documents Checklist

***We're here to support you every step of the way. If submitting documents online feels difficult, this checklist can help you gather everything you need before making an appointment to complete your application.***

### **Photo Identification**

Your photo ID **AND** all household members age 18 or older

*(Examples: State ID, Driver's License, Passport, Permanent Resident Card)*

### **Utility Bills (All of the following most recent actual bills, not a disconnect notice)**

Electric bill

Water bill

Gas bill

### **Proof of Residency (One option, as applicable)**

#### **Option 1 – Rent an apartment/house:**

Lease or rental agreement (signed by you and your landlord/leasing office – all pages)

Lease renewal or extension, if your current lease has expired (signed, all pages)

#### **Option 2 – Own a house with a mortgage payment:**

Most recent mortgage statement

#### **Option 3 – Own a paid-off house:**

Property tax statement or property deed

### **Bank & Credit Card Statements (All of the following, as applicable)**

Checking account statement(s)

Savings account statement(s)

Credit card statement(s)

*(Please include for all household members age 18 or older)*

### **Income Documentation (All of the following, as applicable)**

Pay stubs (current and recent) or other proof of earned income for the past 30 days

Self-employed: 1099 form or profit/loss statement (last 60 days)

Unearned income

*(Examples: Social Security, Unemployment, Child Support / Alimony, TANF, Medicaid, SNAP Food Stamps, Section 8, Retirement, etc.)*

**Additional Household Documents (All of the following, as applicable)**

- Student enrollment form or Skyward for each child in school
- Birth certificate for children not enrolled in school
- Homeschool documentation
- Social Security cards for all household members
- Landlord or leasing office/manager email address

**Proof of Financial Hardship (One option, as applicable)**

**Option 1 - Proof of Income Reduction (choose one, if applicable):**

- Pay stubs showing reduced hours or wages
- Bank statements showing a decline in deposits
- Layoff or termination notice
- Unemployment benefit statements
- None applicable in this option

**Option 2 - Proof of Hardship Event (choose one, if applicable):**

- Medical documentation impacting ability to work
- Death certificate, obituary, or related documentation
- Divorce decree
- Police report (domestic violence)
- Transportation-related issues (repair bills, towing, etc.)
- None applicable in this option

**Option 3 - Self-Employed / Gig Work (if applicable):**

- Bank statements showing reduced income
- 1099 or profit/loss statements
- None applicable in this option

 **Next Step**

Once you've gathered all documents, please complete an online application, or if completing online feels difficult, call **972-727-9131** to schedule an appointment with the Intake Team.