

Asset Limit:
Homeowners: \$10,000
Renters: \$7,000

WINDSOR LOCKS SOCIAL SERVICES DEPARTMENT

Call 860-627-1446 for an appointment!

My Appointment is: Date: _____ Time: _____

- Social Security Card for **all** household members.

Income Documentation

- Social Security Benefit Amount—It can be the current Bank Statement or a copy of your check. If you receive Social Security payments for your children, it must be included.
- SSI or SSD—The current amount you are receiving from either the State or Federal Programs. It must be a current letter or a copy of your check.
- 4 weeks paystubs—must be concurrent and most recent for all household members. If not available, you may bring a statement from your employer on company letterhead signed by either the employer or the payroll department, stating your gross wages for the last four (4) weeks. (Paystubs will only be accepted if they list your name and/or Social Security number.)
- Pension or annuity check stubs. **(Can no longer accept direct deposit into bank accounts). You may use your prior year 1099 for pensions only.**
- Child Support Payments — Official court order or DSS Statement. If done privately without court order. Please come into the office for a form. Must also have proof of residence for person giving the support payments.
- Alimony
- Unemployment — the printout of Unemployment Compensation Benefits from the Department of Labor or from the DOL website at: www.ctdol.state.ct.us. Use payment history.
- Self-employment— a notarized Self-Employment Worksheet for the last six (6) months and current 1040 IRS form including all relevant Schedules (C,D,E,SE,K, etc.) (Stop in the office for the proper form.)
- Signed statements indicating the amount and frequency of payments from friends or relatives who are contributing to your household's support. (Stop in the office for the proper form.). Must have proof of residence for person signing the form.
- Current DSS budget sheet.
- Rent receipt(s) for rental income, OR your tenants' lease, OR copies of check(s), OR statement(s) from tenant(s) verifying rent.
- VA award letter for Veteran's Benefits (including pensions), OR a copy of the check, OR a statement from the bank if you have direct deposit.

Assets

- Most recent bank statements **for all accounts, all household members.** Bank statement must have all pages included. Do not black anything out. If you have an additional name on your bank statement, you must to prove their address is different from yours. You must provide statements on checking, savings, credit union, stocks, bonds and CD's. If you are 59 1/2 or older, IRAs, 401K are considered liquid assets and statements of those assets will also need to be provided.

Other Information

- Most recent electric bill, gas bill. Verification from the utility company if you recently moved and have not yet received a bill. Bill must be in your name or household member name over the age of 18.
- Rent or Mortgage Payment (including 2nd and 3rd mortgages).. It will be necessary for you to bring in proof of what your current rent or mortgage payment is as evidence by your lease or mortgage payment statement,
- You must contact your oil vendor to make sure they will accept you for oil delivery prior to your appointment.

Should you fail to submit your documentation/verification at time of appointment, it may not be possible to process your application within the required time limit.