

Important documents to apply for benefits

Please note:

- This list is not all inclusive and does not constitute anything official from any agency.
- Each individual agency requires their own set of documents.
- Clients should apply for benefits needed immediately even if any documents are missing to preserve potential application dates.

<input type="checkbox"/>	ID for Head(s) of Household
<input type="checkbox"/>	ID for Individual(s) being served (if applicable)
<input type="checkbox"/>	Birth Certificates for those receiving benefits
<input type="checkbox"/>	Social Security Card for all HH members
<input type="checkbox"/>	Rent , Mortgage or Lease statement (amount paid per month)
<input type="checkbox"/>	Proof of Residency & HH composition (lease agreement)
<input type="checkbox"/>	Mailing Address (up to date)
<input type="checkbox"/>	Working Phone Number
<input type="checkbox"/>	Earned Income Documentation (all HH members)
<input type="checkbox"/>	Bank & Asset Statements (bank, stocks, bonds, retirement etc)
<input type="checkbox"/>	\$0 Income Certification
<input type="checkbox"/>	Social Security or VA award letter (most current)
<input type="checkbox"/>	Authorized Representative Documentation (ID)
<input type="checkbox"/>	Utility Bills (cell phone included)
<input type="checkbox"/>	Verification of Educational Enrollment or Class Schedule
<input type="checkbox"/>	Proof of Citizenship (if applicable)
<input type="checkbox"/>	Immigration Status documentation (if applicable)
<input type="checkbox"/>	Refugee Status documentation (if applicable)
<input type="checkbox"/>	Veteran Status and/or Military Documentation
<input type="checkbox"/>	Latest Known Location Information of Other Parent
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other

Notes & tips when applying for benefits

Be patient. Bring a book or something to occupy your time in case you have a wait. Make sure your phone is fully charged before you go. If you can, find someone to watch the children or go when your child or children are in school/daycare.

If you cannot verify your identity on Kynect (kynect.ky.gov) to access your SNAP, Medical, CCAP or KTAP cases you can call the cabinet and they will help you gain access another way. Their phone is 855-309-8959.

Some agencies require all documents at time of application, some agencies simply require ID to apply. Never wait to apply because you are missing a document, you could be missing out on benefits.

Always apply for benefits even if you have been denied or didn't think you have qualified in the past. Many eligibility requirements have changed due to COVID19.

Income and household/residence can sometimes be verified by forms issued by individual agencies, and there are many ways to verify many documents.

The following are some examples of what you could possibly use to verify information and documents, however, this list is not official. If you are missing anything still apply for benefits and the agency will help you figure out what you can use to verify your information.

Identity verification examples could include:

- State issued DL or ID Card
- United States Passport
- Military ID with photograph
- Immigration Documents with photograph

Income verifications examples could include:

- Paystubs
- SSI/RSDI Award Letters for current year (including children)
- Railroad or Veterans Benefits
- Bank and/or Asset Statements
- Tax/Self Employment Records

Household/Residence verifications example could include:

- Lease less than 12 months old, signed by all parties and including all household members
- Written statements (2) from people who know your situation well and can verify what your address is, who lives in your home, and how everyone in the home is related to you. The person who writes the statement also must include their name, address, phone, and relationship to you.

Other verifications commonly needed could include:

- Birth Certificates for children in the home
- SSN Cards or Numbers