



**SUPPORTING DOCUMENTATION CHECKLIST**  
**VERIFICATION OF CUSTOMER ELIGIBILITY FOR CSBG SERVICES**  
United Planning Organization, Community Services Block Grant Program

**CSBG ELIGIBILITY FORM**

Completed, signed and initialed Verification of Eligibility for CSBG Services Form

**PROOF OF IDENTITY (One of the following picture identification documents)**

- Driver's License or Non-Driver's Identification Card
- State Issued Picture Identification Card
- Temporary Assistance for Needy Families (TANF) Identification Card
- DC voter registration card
- Passport
- Other: \_\_\_\_\_

**PROOF OF RESIDENCE (One of the following)**

- Lease Agreement
- Utility Bill
- Phone Bill (Not Cell Phone Bill)
- Driver's License or Non-Driver's Identification or Passport
- Mortgage statement/Mortgage Deed
- Letter from Landlord or Home Owner
- Letter form certifier residing at the residence and a copy of certifier's unexpired driver's license or DC identification card and two proof of residency documents such as utility bill, telephone bill, etc.
- Other: \_\_\_\_\_

**INCOME ELIGIBILITY SUPPORTING DOCUMENTATION (One of the following)**

- Recent Pay Stub
- IRS Form W-2
- IRS Form 1040 (Federal Tax Form)
- 1099
- District of Columbia tax form D40
- Temporary Assistance for Needy Families (TANF) Income Statement
- SSI Statement
- Unemployment Pay Stub
- Employer Income Verification
- Other: \_\_\_\_\_

**CSBG CHILD SUPPORT SERVICES (One of the following)**

- Acknowledgement of receipt of information about the availability of child support services for custodial parents in single-parent families
- Copy of referral of eligible parents to the child support offices in the city.

**NOTE TO STAFF:**  
Place a check mark against the type of supporting documents provided and make a copy of each document accepted as verification to be placed in the customer's file.