

DOCUMENTS YOU WILL NEED TO APPLY FOR ASSISTANCE

Office of Temporary Assistance
340 West Hanover Avenue, Morristown, NJ 07960
Phone No: 973-326-7800 Fax No: 973-326-7875

This is a list of documents you will need to apply for different kinds of assistance. (Some of them may not apply to you or your family.) You need to bring *original documents* with you. We will make copies.

You must prove to the worker one of the following:

- Birth Certificate
- Driver's License
- Old SNAP ID
- School Photo ID
- Work Photo ID
- Voter Registration Card

You must have the Social Security Number for all household members.

You must prove where you live, unless you are homeless, with one of the following:

- Current rent receipt showing landlord's name & phone number, your mailing address, and amount of rent
- Current rental assistance agreement
- Current mortgage statement and/or tax bill
- Current lease
- Utility bill

If you are not able to work for medical reasons, you must bring a doctor's note.

If you are not a U.S. citizen, you need a current I-94 or current I-551 (green card).

Resources: If you have any of the following, you must bring records, statements, or proof of their current value:

- Bank Account (savings/checking)
- Savings bonds
- Money in a credit union
- Christmas Club
- IRA, Keogh or other investments
- Property deed
- Life/ medical insurance
- Real estate (other than your home)
- Burial plots/pre-paid funeral arrangements

YOU MAY BE ASKED FOR ADDITIONAL DOCUMENTS FOR LONG-TERM MEDICAID.

Income: You must show how much, how often you receive it, and where it comes from, with any of the following that apply to you:

- Your last 4 pay stubs, showing gross wages and deductions. If you are self-employed, last year's tax records, with signatures.
- Copy of pension check
- Copy of interest statement from bank
- Letter from employer giving amount of private disability
- Child Support - copy of court order or letter from absent parent/copy of check stub
- Signed/dated letter from provider of any money you receive on a regular basis
- Property deed
- Workers' Compensation

Expenses: What you pay each month:

- Rent Receipt
- Mortgage statement
- Home Owner's Insurance (if not included in your mortgage)
- Gas/Electric bill
- Phone bill
- Water/Sewer bill
- Coal/Wood/Oil bills
- Residential insurance
- Condo fees

Medical Bills that you pay on a regular basis (only if you are over age 60 or are disabled).

Child care: If you pay for child care so you can work, go to job training or look for a job, you need a signed and dated letter from your child care provider with the following information:

Name of child care provider

Hourly /weekly/or daily fee

Number of hours per week they provide child care