



# On-site Septic Repair Cost Share Program Required Documents Checklist

**Attention: You must send in all required documentation or you will not be served. Incomplete applications with missing information cannot be processed.**

## **IDENTIFICATION**

Photo ID is required for all household members 18 and over.

Verification is required for all children living in the household. Any one of the following is acceptable.

- Social Security Card
- Photo ID (applicable to those 18 and over)
- Medical Card
- Birth Certificate

***Social Security number verification is now required for all household members.***

One of the following is acceptable:

- Social Security Card
- Medical, legal, tax or education document displaying full name and social security number

## **INCOME**

All household members must send proof of income for the **previous 4 months.**

- Earned income (Gross Pay): must have all pay stubs for monies received.
  - No Income: Must fill out a ***No-Income Statement*** and it must be notarized.
  - Unemployment Compensation: must have all pay stubs for monies received.
    - ⇒ If 1 or more stubs is missing you must obtain an income print-out from the Unemployment office.
  - Social Security, VA benefits or pension: Determination letter or bank deposits print-outs
  - Self-employed
    - ⇒ **Claiming deductions:** Provide all receipts and fill out the ***Self-Employment Worksheet.***
    - ⇒ If not claiming deductions: Fill out a ***Miscellaneous Income Statement.***
  - Child Support Received or Paid: Send in DSHS statements or processed check copies
  - Occasional, non-taxed income: Fill out a Miscellaneous Income Statement
  - TANF or GAU: Determination letter or statements from DSHS
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