

Palm Beach County Food Bank – Benefits Outreach Program

Documents Checklist

Please bring as many as the following documents as possible to the interview.

Please remember that some of these documents may not apply to you.

DCF Case Number and **“My Access Account”** Information

- **Proof of identification:** Driver's license, photo id or similar documentation. (If applying for Medicaid it must be issued by State agency).
- Social Security numbers and D.O.B. for all applicants.
- **Proof of immigration status if not a US Citizen:** (Passport, Resident card, I-94 card, work permit, etc.)
- **Income verification:**
Most recent 4 weeks of paystubs (**if paid weekly**).
2 paystubs (**if paid bi-weekly**).
- Written statement of income source (must verify gross income).
- Social Security Statements, if available.
- Proof of pensions, VA benefits, and/or union statements.
- Unemployment information.
- **If income stopped within the last two months:**
Provide a written statement from the ex-employer stating such; another option is to print the **Loss of Income Form (CF-ES 2620)** provided by the Department of Children and Families website: www.myflorida.com/accessflorida
- **Regarding to loans:**
We need to verify that a payment plan has been established.
- Previous year's tax return (only if you own a business).
- **Amount of expenses on:** mortgage, property taxes, maintenance; rent, electricity, water, telephone, gas (for the home, not gasoline).
- If someone else pays some/all of your expenses (i.e. cell phone bill, rent, etc.), please bring letter stating such and have it signed by the person that pays with their contact information.
- Dependent care/Child care Information.
- Child Support Information.
- Bank information (Bank name, balance).
- Health insurance Information (If any).
- Vehicle information: (year, make, and model).
- Medicare expenses: Copy of Medicare card.
- **Recurring Medical Expenses: (Clients 60-yr-old and up).**
Last Four Months of paid/unpaid medical bills/statements/receipts. Otherwise, it will not be considered a recurring expense.