

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES

ACCEPTABLE FORMS OF VERIFICATION

This list provides examples of forms of verification that are acceptable to the Department of Social Services. It lists those documents that are usually most readily available. If you do not have any of the items listed below, talk to your worker and discuss what other forms of verification might be acceptable.

1. Income from Employment - current pay stubs or envelopes, employer statement, the Department's verification form (W-35). For Self-Employment: statement of projected earnings, business records, tax records, last tax return, receipts of business income and expenditures
2. Unemployment Benefits - current award notice, copy of current check, statement from Department of Labor
3. Social Security or Supplemental Security Income Benefits - current award notice, copy of current check, statement from the Social Security Administration
4. Child Support - copy of current check, court order, divorce decree, statement from family court, statement from relative who is paying support
5. Alimony - copy of current check, divorce decree, statement from the legally liable relative
6. Veteran's Benefits - current award letter, copy of current check, statement from the Veteran's Administration
7. General Assistance - current award letter, budget notice, statement from General Assistance worker
8. Pension or Other Benefits - current award letter, copy of current check, statement from the source of income
9. Income from Rental Property - business records, copies of leases, income tax records
10. Scholarship/Grant - statement from school or bank, financial aid award letter, the Department's verification form (W-1471)
11. Bank Accounts - current bank or credit union records, the Department's verification form (W-36), bankbooks/passbooks updated by the bank, statement from bank official, trust document
12. Stocks/Bonds - copy of stock/bond certificate, statements from company issuing stocks/bonds
13. Motor Vehicles - registration, title, financing data
14. IRS Refunds - copy of check, statement from tax office
15. Inheritance/Lawsuit - statement from court, statement from lawyer
16. Real Estate - tax records, town land records, insurance records, deed, statement from real estate broker, appraisal/estimate of current value by broker, mortgage note, installment contract, verification of income from non-home owned property, court records
17. Life Insurance - insurance policy, statement from insurance company, lodges or fraternal organizations, statements from unions, VA and employers, completed Department form W-279
18. Prepaid Funeral Contract - copy of contract with a licensed funeral director, burial agreement
19. Identity - photo I.D., driver's license, passport, credit card with signature, library card, statement from disinterested third party

20. Age - birth certificate, baptismal certificate, immigration papers, passport, voter registration card, driver's license, hospital records, adoption papers, naturalization certificate, census records, school records, insurance company records, social security records, physician's statement, statements from disinterested third parties

21. Social Security number - social security card, other documents from Social Security Administration, proof of application for a Social Security number (Department form W-158 or receipt from Social Security Office)

For Absent Parents: payroll stubs, tax forms, unemployment or worker's compensation forms, military records, insurance policies, bank books, Social Security records, school records, medical records

22. Blood Relationship - birth certificate, adoption papers, marriage certificate, court records, baptismal records, school records, family bible, medical records, Acknowledgement of Paternity, statements from disinterested third parties

23. Marital Status - marriage certificate, divorce papers

24. Citizenship/Alienage - naturalization papers, birth certificate, baptismal certificate, hospital records, passport, INS documents, voter registration record, local government records, project SAVE verification form

25. Household Composition (persons living in your household) - statement from non-relative landlord, school records, statement from child care provider, court support order, statements from disinterested third parties

26. School Attendance - school letter, school records, statement from school, the Department's verification form (W-1446), financial aid statement

27. Shelter Expense - landlord verification letter (W-1408), rent receipt, current lease, mortgage records, utility bills, insurance records, condo fees/bills, Section 8 contract, utility bills. If shared arrangement: letter from other party or Application for Shared Lodging Disregard (W-1447) indicating payment arrangement

28. Residence - current rent receipt, mortgage bills, statement from non-relative landlord, statement from disinterested third parties, notices of awards from other program/benefits, recent examples of mail sent to an address, Post Office records

29. Deprivation due to absence (absence of a parent) - death certificate, survivor's benefits notice, divorce decree, proof of remarriage, newspaper notice, landlord verification form (W-1408), statements from disinterested third parties, hospital records, VA/military records, insurance company records, agency records of burial payments

30. Deprivation due to unemployment - statements from past employers, pink slip, unemployment compensation award letter, Department of Labor wage information. If self-employed: tax returns or business records

31. Disability/Incapacity/Pregnancy - proof of SSA/SSI award, documentation from a medical professional (i.e., MD, RN) affirming pregnancy and delivery date, MRT decision

32. Dependent Care Costs - statement from day care provider, cancelled checks, the Department's verification form (W-1498)

33. Medical Insurance - insurance policy, insurance I.D. card, statement from insurance company, insurance bill

34. Past medical bills - copies of bills, statement from service provider