



RHODE ISLAND WORKS PROGRAM VERIFICATION CHECKLIST

The following list includes documents that you may need for benefit approval. The Department of Human Services may ask for additional documents if needed. Please note: the same document may be used to verify more than one category, for example, a driver's license can verify identity and address.

1. TO VERIFY YOUR IDENTITY, CITIZENSHIP AND/OR IMMIGRATION STATUS

One of the following:

- Driver's license
- School or work identification
- Immigration and Naturalization documents (e.g., Green Card)
- Birth certificate
- U.S. Passport
- Any other documentation requested for citizenship, immigration status, or age may be used for verification of identity

2. TO VERIFY YOUR RHODE ISLAND RESIDENCE

One of the following:

- Rent or mortgage receipts showing address
- Library card showing address
- Voter's registration card
- Lease agreement or letter from landlord
- Mail received with your home address (utility bills, bank statements)

3. TO VERIFY YOUR AGE

One of the following:

- Birth certificate
- Baptismal certificate
- Adoption records
- Hospital birth records
- School records
- Retirement, Survivors, and Disability Insurance (RSDI) award letter if birth date of child is included
- Adoption Records
- Passport
- Marriage license
- Driver's license
- Military service papers
- Physician's records (if no more than 6 months old and contains proof of age)

4. TO VERIFY YOUR PREGNANCY

- Medical verification of the expected due date.

5. TO VERIFY YOUR INCOME

All that apply:

- Check stubs (showing the last 30 days of income)
- Employer statement showing income before taxes, hourly work schedule and the number of hours worked for the past four weeks (if you get paid in cash or you do not have your check stubs)
- Social Security, Supplemental Security Income, or Veteran's Benefits award letter
- Other retirement or disability benefit award letters
- Proof of alimony received
- Proof of receipt of unemployment insurance benefits, temporary disability benefits (TDI), Veteran's Administration (VA) benefits.
- Proof of self-employment income (includes rental income and freelance work): provide tax returns or self-employment ledger
- Child Support court order

6. TO VERIFY YOUR RESOURCES

All that apply:

- Documentation of ownership of a trust
- Proof of rental properties
- Trust documents, property
- Stock and/or bonds
- Proof of ownership of real property other than your home.
- Vehicle registration including car, boat, truck, motorcycle, camper
- Proof of ownership of other income producing property
- Proof of ownership of a burial plot (if you own more than one)
- Bank accounts, savings accounts, credit union statements, CD's

7. TO VERIFY YOUR SHELTER COSTS

All that apply:

- Rent, lease or mortgage documents
- Statement from landlord
- Property taxes statement
- Statement from U.S. Department of Housing and Urban Development (HUD)
- Proof of property insurance
- Receipts or statement from utility company
- Statement from person who shares shelter costs

8. TO VERIFY YOUR CHILD SUPPORT EXPENSES

One of the following:

- Child support that you pay: income summary if child support is deducted from your wages or income
- Copy of court order

9. TO VERIFY YOUR DEPENDENT CARE EXPENSES

- Proof of expenses related to child care or caring for incapacitated adult living in the home: receipts showing your out-of-pocket expenses

10. TO VERIFY RELATIONSHIPS AMONG HOUSEHOLD MEMBERS

All that apply:

- Adoption papers or records
- Hospital or public health records of birth or parentage
- Child support paternity records
- Marriage license/tribal marriage certificates
- Divorce/custody papers
- Guardianship papers or records

11. TO VERIFY YOUR DISABILITY

All that apply:

- Complete DHS form C1B
- Letter from your doctor
- Statement of disability-related benefits (e.g., Supplemental Security Income (SSI), Social Security Disability Insurance (SSID), Retirement, Survivors, and Disability Insurance (RSDI), etc.)