Managing Client Files

Income Verification

☐ Pay stubs – most recent, covering at least the last 30 days

☐ W-2 forms – most recent year

☐ 1099 forms – if applicable

☐ Social Security income statements

☐ Disability income statements

☐ Unemployment benefits statements

☐ Child support or alimony payment records

☐ Pension or retirement income statements

☐ Documentation of any other income sources

Housing Verification

☐ ROI (Request for Owner Information) forms from other agencies

☐ Current signed and dated lease agreement

☐ Previous lease agreements – if applicable

☐ HQS inspection reports

☐ HUD inspection reports

☐ Landlord correspondence, notices, and court documents (e.g., eviction records)

☐ Proof of rent payments, security deposits, and other housing-related expenses

☐ Housing applications, denials, or wait-list confirmations

☐ Recent utility bills showing residency

Financial Information

☐ Bank statements – most recent three months

☐ Credit report from at least one major bureau

☐ Debt schedule with current balances and payment arrangements

☐ Most recent tax return

☐ Investment account statements – if applicable

☐ Proof of any additional assets or financial resources

Background Information

☐ Criminal background check results from reputable provider

☐ Sex offender registry check – if required

☐ Employment verification – if applicable

☐ Educational records – if applicable

☐ Personal references with contact information

☐ Any other relevant background documents specific to the program or service

Additional Documentation (As Needed)

☐ Medical records relevant to health-related service eligibility

☐ Legal documents for any ongoing court proceedings

☐ Records from other agencies (e.g., DSHS, health care facilities)

☐ Other supporting documents requested to clarify the client’s situation and needs