

**DEKALB TOWNSHIP GENERAL ASSISTANCE OFFICE**  
**Mary Hess, Supervisor**

2323 S. Fourth Street  
DeKalb, IL 60115

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## VERIFICATION REQUEST FORM

**CLIENT:** \_\_\_\_\_

**In order to process your application, the following verifications are required. Inform the Caseworker if an item does not apply to you.**

1. \*\* If you are unable to work due to a disability, we will require specific documentation. Your caseworker will address this during your interview.
2. 2021 W-2 form(s) and completed tax return
3. Application completed with date and signature
4. Assets: Stocks, Bonds, CD's, 401(k), Money Markets, Annuities, etc.
5. Bank Statements for all accounts (checking, savings, credit union, prepaid bank card) held individually or jointly
6. Birth Certificates for all household members
7. DHS benefits letter or application receipt for AABD, RRA, SNAP & TANF
8. Drivers License or State ID for each adult in the unit
9. Eviction Notice or Landlord Statement
10. IL Job Link registration
11. Lease, Mortgage Statement, letter from landlord, or rent receipt
12. Legal Permanent Residency Card or Naturalization Certificate if born outside of US
13. Life Insurance Policies
14. Marriage Certificate, Divorce Decree or Legal Separation documents, including Child Support Order
15. Medical Insurance Card or current Medicaid Card
16. Prison, Parole or Probation Records
17. Proof of Income for the last 30 days from all sources, including paystubs and/or gifts from friends or relatives
18. Proof of payments received in the last 30 days from Child Support, Social Security, Pensions,
19. Social Security Cards for all household members
20. Social Security/SSI Award Letter or application receipt
21. Title, Registration, or Payment Book for all vehicles
22. Utility Bills
23. Verification of Unemployment Compensation (dated within the last 30 days)
24. Worker's Compensation documents

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_