

**DEKALB TOWNSHIP GENERAL ASSISTANCE OFFICE**

**Mary Hess, Supervisor**

2323 S. Fourth Street  
DeKalb, IL 60115

Phone: (815) 758-8282  
Fax: (815) 758-0124

---

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