



Resource Center Required Documents

Proof of Household Size

Acceptable	Not Acceptable
Drivers license or other state issued ID	Lease
Passport	Mail issued to a P.O. Box
Insurance card	Illegible photocopies of IDs
Forward card	Tax return
Mail with name and address dated within past three months	
Birth certificate (photocopy acceptable)	
School ID	
Social Security card (photocopy acceptable)	
Proof of custody (dated within the past three months)	

*If you are unable to provide proof of a child, please let us know.

Proof of income

Acceptable	Not Acceptable
Paycheck	Informal letters from employer (must have letterhead and contact information)
Bank statement	
Social Security Ward Letters	
Check Stubs	
Social Security Print Out	

Proof of Address

Acceptable	Not Acceptable
Bill dated within past 3 months (e.g. electric, phone, credit card)	Car registration or insurance (unless it was issued phone, credit card) in the past 3 months)
Paycheck dated within past 3 months	Driver license or other state issued ID (unless it was issued in the past 3 months)
Medical bill dated within past 3 months	Mail addressed to a P.O. Box
Report card dated within past 3 months	Lease
Any piece of mail dated within the past 3 months	Mail that is not dated
	Tax return

*If you are homeless, please let us know what address the food will be going to. If you are living out of a vehicle, please let us know.

Why do we ask for this information?

Proof of income, household size and income are all factors about the services we are able to provide. These are all required as part of our government grants. If you are confused or have questions, please give us a call before you come in.