

# Tips for Service Providers and Conflict Free Case Managers

In order to expedite the verification process and get individuals into units as quickly as possible, these are some things that you may want to gather ahead of time to be able to provide to the Apartment Management Company when an individual is contacted regarding an available unit. Although managers will do their best to complete verifications as quickly as they can, sometimes the time spent waiting for verifications to be sent and received by mail can really slow down the process. Although there are some verifications that will have to come directly from a third party source, there are many items that can be used as 'Tenant Provided' documents that will work in lieu of a verification form that has to be sent to a third party.

## **ELIGIBILITY DOCUMENTS**

- \* Copy of Social Security Card (if this is not available, contact Beth @ SDHDA for alternate documents that may be accepted)
- \* Copy of Birth Certificate (if this is not available, contact Beth @ SDHDA for alternate documents that may be accepted)
- \* Verification Form from a medical or mental health provider indicating the presence of a disability (Attachment A)

## **INCOME**

- \* Copy of current Benefit Letter for SSI, SSD or VA Disability (letter must be dated, and cannot be more than 120 days old)
- \* Copies of the four most recent, consecutive check stubs (for individuals who are employed)
- \* Copies of statements showing regular distributions from Trust Accounts, Stocks, IRAs or any other investment accounts
- \* Signed statements from family members or friends who regularly contribute or pay specific bills for the applicant/tenant (Examples: John Doe pays the \$40/m phone bill, Jane Smith pays the \$50/m cleaning service bill, Bob Jones gives \$20/wk spending money for entertainment, Margaret Thatcher pays the \$200 rent each month)

## **ASSETS**

- \* Copies of the six most current, consecutive bank statements for all checking accounts (including accounts that are managed by a representative payee)
- \* Copy of the most current bank statement for all savings accounts, or money market accounts (including accounts that are managed by a representative payee)
- \* Copies of statements for any CDs, stocks, or other investment accounts (statements must include the current value, the interest rate, and state any penalty incurred for early withdrawal)
- \* Copy of most current tax assessment for any property or real estate owned by the applicant/tenant

## **MEDICAL EXPENSES**

- \* Copy of current HCBS co-pay statement
- \* Copy of insurance statements that show the current monthly premium for any commercial health insurance plans
- \* Copy of current benefit letter showing the amount of any deductions for Medicare premiums
- \* Copy of pharmacy printouts, showing out-of-pocket cost and frequency of any prescribed medications
- \* Receipts or travel log showing any transportation expenses (gas, cab fare, hotel) for any medical-related trips (standard IRS mileage rate may be used in lieu of actual receipts), along with the name of the provider who was seen during those trips (Attachment B)
- \* Copy of vet bills for the care of an Assistive Animal

## **DISABILITY RELATED EXPENSES**

- \* Receipts for special equipment, modifications or attendant care (this expense is only available to households with at least one family member who is employed, and is limited to out-of-pocket expenses paid by the tenant)