



Application Checklist

Please present to applicants: the Agency application (if applicable), the Client Reporting Form and this checklist to obtain the information below.

New Castle County (NCC) receives Federal Community Development Block Grant (CDBG) and/or Emergency Solutions Grants (ESG) to operate this program. In order to process your application, we'll need the following information to verify household income and residency. Income information must be provided for all adults living in the household. *If you have any questions concerning the information requested, please contact Nicole Waters with the Department of Community Services at 302-395-5644.*

Completed Agency Application/Intake Form & the New Castle County CDBG Client Reporting Form (complete entire form, sign & date)

Picture ID & Proof of Address

Proof of all Earned and Unearned Income: *Excludes Presumed Benefit*

Activities

- Last three (3) consecutive paystubs** or letter from employer detailing annual salary
- Copy of Social Security/Disability Benefits (letter from Social Security)
- Copy of current State Temporary Assistance for Needy Families (TANF), General Assistance (GA) or any other State assistance in the form of the benefit letter or letter from agency case manager detailing monthly award amount
- Copy of Unemployment Checks
- Copy of Child Support Payments or Order
- Notarized Statement of any family income not listed above



Notarized Statement of Zero income (last resort only)