

Housing Choice Voucher Program

Rev. 6/21

Eligibility Interview Requirements

What to bring with you to complete your interview:

- All persons 18 years and older in your household **MUST** attend the interview and sign all required paperwork.
- You must bring any of the items from the list below that applies to you or any member of your household. Each document must be dated within the last 30 days of your appointment.
 - Valid Ohio Photo ID or Ohio driver’s license for all adult household members
 - Birth certificates and social security cards for **ALL** family members
 - Valid citizenship documentation (Green Cards, Naturalization) for **ALL** family members.
 - Paystubs in consecutive order from the last 90 days or current letter from employer on company letterhead showing hourly rate, hours worked per week, date of hire, overtime (if any) for all adult household members.
 - Current letters verifying your income, including, but not limited to: Unemployment, Workman’s Comp, Social Security/SSI award letter, VA and/or PERS.
 - Printout of General Assistance, TANF, ADC and Food Stamps. All households with minor children must provide Food stamps and ADC printouts, regardless of case status.
 - Six (6) month history printout from Child Support Enforcement, whether or not child support is received. If child support is voluntary, then a notarized statement from person paying child support must be submitted.
 - If self-employed, provide a copy of the most recent tax return (Schedule C).
 - Notarized statement from person providing childcare or a letter from the agency, on company letterhead. Letter must include the current payment amount, frequency and children attending childcare.
 - Medical expenses not covered by insurance (out-of-pocket) in the form of insurance receipts, pharmacy print-outs for the last 12 months. (Elderly, Disabled, Handicapped individual only)
 - Official bank statement or letter from a bank, credit union or institution stating the total value of each asset and percent of interest paid on each account, including checking.
 - Veterans must provide DD214 Discharge Papers.
 - Verification of marriage, divorce, separation, and deaths (including death certificates).