



## HARRIS COUNTY SOCIAL SERVICES

### BASIC INFORMATION FOR AN INTERVIEW

**\*Please note this is only a list of basic information that may be needed for your interview with Harris County Social Services Department. The circumstances of each individual may require that additional information be provided.**

1. **Current Utility Termination Notice and/or Vacate Notice**

We are an emergency assistance agency. An emergency or crisis situation is one of the criteria for assistance. Examples are **A UTILITY SERVICE HAS BEEN TERMINATED** (already off), receipt of a **UTILITY TERMINATION NOTICE** (threat of termination) or receipt of **VACATE NOTICE** (threat of eviction).

2. **Picture identification and Social Security Card**

You must have some form of government-issued identification to verify you are the person whom you state you are.

3. **Citizenship Status**

You must be a US citizen or properly documented immigrant. If you were not born in the United States, you must provide proof of your immigration status with Immigration and Naturalization Services (INS) including certificate of naturalization, permanent resident card, etc. (copies will not be acceptable). If you were not born in the United States but your minor children (who live with you) were born in the United States, you must provide their original birth certificate.

4. **Original Birth Certificates on minor dependent children in household**

If you are not a US-born citizen, naturalized citizen or legal permanent resident, but your children were born in the United States, you **MUST** provide their **original** birth certificates. **You may also be requested to provide your original birth certificate and/or your dependent children's original birth certificate in other situations.**

5. **House deed, Lease agreement and or Housing Contract**

Verification of residence for the address for which you are seeking assistance must be provided. You must establish that you are **the head of household, homeowner and or leaseholder** for the residence for which you are seeking assistance. You will also need your landlord and/or apartment complex's name and phone number. These items must also verify the amount of rent you pay.

6. **Proof of current or most recent income and/or proof of past management of bills/rent**

Verification of ALL income must be provided for ALL household members who are receiving income. It must be written, verifiable and current proof. Examples include **Social Security Disability award letters, TANF award letters, VA award letters, printout from Texas Attorney General (child support), paycheck stubs, letter from employer, letters from friends/family, etc.** **If there is no income for a particular household member (who is 18 or older), a currently dated unemployment printout from Texas Employment Commission must be provided.**

7. **Current Bank Statement(s)**

If you or any member of your household has a checking and/or savings account, you must provide a current bank statement and/or a currently dated printout from your bank.

8. **Receipts/Verification on how income was spent or emergency that prevented you from being able to pay bill and /or rent**

If you were not able to pay rent/utility bill because of a crisis (examples: you were robbed, death in family and incurred funeral costs; car you used to get to work needed repairs; missed time from work due to illness and not paid for time off, etc.). You must provide proof of this emergency or crisis. The proof of the emergency or crisis must be verifiable and may include receipts; letter from doctor/employer, etc.

9. **Verification of other Assistance**

If you are currently receiving assistance from another agency/organization, please provide proof of ALL pledges and assistance. If you have been managing your bills with assistance from other agencies, please provide proof of this. **If you receive food stamps, please provide a currently dated food stamp award letter.**