

- Proof of Income
- Proof of Address
- Birth Certificate
- Proof of Deductions
- Proof of Pregnancy
- Residency Documents
- Social Security Cards
- Bank Statements
- Car Registration
- Photo ID
- DHS Consent Form
- First 5 Consent Form
- SAS Consent Form

Proof of Income

INCOME	DOCUMENTATION
Earnings from a job	Copy of pay stub Statement from employer Tax return Affidavit
Self employment	Tax return and Schedule C Profit and Loss Statement
Social Security	Copy of award letter
State Disability Insurance	Copy of a check
Worker's Compensation	Direct deposit statement
Child Support	Copy of court order Payment receipt
Alimony	Statement from parent making payments Child support office statement
Unemployment	Copy of award letter Check stub
Retirement	Copy of award letter Check stub or Direct deposit statement

Proof of Address

- Recent California rent, mortgage or utility receipts in the applicants' names
- Current and valid California Driver's Licenses or California Identification Cards issued by the DMV
- Current and valid California motor vehicle registrations in applicants' names
- Evidence that applicants have registered to vote in California
- Document that shows applicants are registered with either a public or private employment service in California
- Evidence that applicants or children are enrolled in a school in California
- Evidence that applicants are receiving public assistance other than Medi-Cal in California

Proof of Deductions

DEDUCTION	PROOF
Work expense deduction	No additional proof required, other than proof of income
Childcare expenses	Receipts, cancelled checks, or signed statement from childcare provider
Dependent care expenses	Receipts, cancelled checks, or signed statement from care provider
Alimony or child support received	Proof of alimony or child support income
Court-ordered alimony or child support	Copy of court order or paycheck stub showing garnishment for child support; pay receipts or canceled checks

Proof of Pregnancy

- Proof of pregnancy must be from a doctor or clinic
- Must include due date

Residency Documents

The most common forms are:

- Birth Certificates
- Passports

See CAA Reference Manual pp 10.3-10.7 for a complete list of acceptable documentation.

Bank Statements

Most recent statement for any:

- Checking Accounts
- Savings Accounts
- Stocks
- Bonds

Vehicle Registrations

- Most recent vehicle registration for all vehicles owned
- If the vehicle is registered as "Non-Operational" the client must submit the document listing the vehicle as non-operational AND the last registration

Photo ID

A photo ID is required for applicants over the age of 16.

Examples of acceptable documentation include:

- Passport
- Driver License
- School ID (for 16-21 year olds)

- Comprobante de Ingresos
- Comprobante de Domicilio
- Acta de Nacimiento
- Comprobante de Deducciones
- Comprobante de Embarazo
- Documentos de Residencia (ej. Mica)
- Tarjetas de Seguro Social
- Declaración de Cuenta Bancaria
- Registración de Automóvil
- Identificación
- Forma de Consentimiento para DHS
- Forma de Consentimiento para First 5
- Forma de Consentimiento SAS