



# Application for Financial Aid



## DOCUMENTS CHECKLIST

We keep your application on file for \_\_\_\_\_ days. By (date) \_\_\_\_\_ / \_\_\_\_\_ we need the documents checked below as proof that the information on your application is true and correct. You can fax the documents to me at: \_\_\_\_\_.

If you cannot get some of the required documents please call me at: \_\_\_\_\_.

I can help you get what need or tell you about alternatives.

### *Documents Needed For You (only those checked by your counselor)*

- Government or School Issued Picture ID (name document) \_\_\_\_\_
- US Birth or Hospital Certificate or Passport
- Non-citizen Eligible to work in US \_\_\_\_\_
- Pay stubs for 26 weeks beginning \_\_\_\_\_ and ending \_\_\_\_\_
- Pay stubs for the weeks \_\_\_\_\_
- Letter from your employer on letterhead showing employment dates, work hours and pay
- Child Support Income award or payment history, or verification of receipt of cooperation with the Attorney General
- Current class schedule including semester end date and credit hours
- Current school transcript
- High school students – letter stating number of days and hours you attend school
- Employment verification form signed by your employer
- Proof of employment challenge for youth (list document) \_\_\_\_\_
- Other (list): \_\_\_\_\_

### *For Your Adult Family Members (list names of family members)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- Pay stubs for 26 weeks beginning \_\_\_\_\_ and ending \_\_\_\_\_
- Pay stubs for the weeks \_\_\_\_\_
- Letter from your employer on letterhead showing employment dates, work hours and pay
- Other (list): \_\_\_\_\_

### *For Your Children under 13 years old or under 19 years old if disabled*

- Proof of her/his Citizenship or her/his Legal Immigrant Status
- Proof of child's disability \_\_\_\_\_
- Name and telephone number of daycare facility you children will attend \_\_\_\_\_

As soon as we have all the necessary documents, we will be able to tell you if you qualify for Workforce Solutions financial aid. We must always receive confirmation that funds are available before awarding financial aid.