

RICH TOWNSHIP GENERAL ASSISTANCE OFFICE
Calvin Jordan, Supervisor

22013 Governors Highway
Richton Park, IL 60471

Phone: (708) 748-6722

VERIFICATION REQUEST FORM

CLIENT: _____

In order to process your application, the following verifications are required:

All documentation must be no less than 30 days old

1. Bank Statements, Stocks, Bonds, Retirement Accounts, and Trust Funds
2. Birth Certificates for all household members
3. Completed, signed application
4. Drivers License/Photo ID with Current Address
5. Medical Insurance Card or current Medicaid Card
6. Proof of all income for the last 30 days, including paystubs, Child Support, Social Security, Pensions, gifts from friends/relatives, etc
7. Rent Receipt, Lease, Sec 8, Notarized letter from landlord or proof of Mortgage / Deed
8. Social Security Card
9. Utility Bills
10. Verification of Application for Social Security
11. Verification of Public Aid /SNAP & TANF benefits
12. Verification of Unemployment Compensation
13. A doctor's note is a written notice from a qualified healthcare provider that outlines basic information about a medical condition, such as an illness or injury that prevents you from working.

Issued By: _____ Date: _____