

# DOCUMENTS YOU WILL NEED FOR A CAHRA APPOINTMENT

Once you have gathered all your documents and completed your Client Intake Form, please email them to: [clientdocs@cahra.org](mailto:clientdocs@cahra.org).

Please note that these documents should be received in our office at the minimum, 3 days prior to your scheduled appointments. This will ensure that your case manager has all the documentation necessary to start and complete your application. Failure to provide the documentation in a timely manner may result in a denial of your application.

Please note that you are required to show documentation to verify your need for services. **Example1: Loss of Employment:** You must provide a letter from your employer stating that you were discharged. **Example2: Reduction in Work Hours.** You must provide either a letter from your employer or your check stubs verifying the reduction in work hours.

Please call the office at 520-466-1112 if you have questions.

## IDENTITY AND CITIZENSHIP

### For All Household Members

- Birth Certificate
- Current CASH/ FOODSTAMP Approval Letter
- Driver's License or State Identification Card
- Social Security Cards
- Permanent Resident Card/Certificate of Naturalization

## UTILITY INFORMATION

- Utility bills, including electric, gas & water

## PROOF OF RESIDENCY

- Rental agreement or mortgage statement that shows your address

## IMMIGRATION STATUS

- Immigration or naturalization papers only if you were born outside of the United States

## EARNED INCOME

### For All Household Members

- Pay stubs showing income 30 days back from the date of Application.
- Completed Verification of Income Form signed and dated by employer
- Self-Employment Bookkeeping records/ statement which includes dates paid

## UNEARNED INCOME/BENEFITS

### For All Household Members

- Social Security, Supplemental Security Income (SSI), Veterans Affairs Benefits (VA), child support, alimony, unemployment and pension
- Approval Letter from DES/Cash Assistance



Community  
Action  
Human  
Resources  
Agency

If you need more information about your appointment or about our services call us at 520 466 1112, fax us at 520-466-0013 or send an email to [clientdocs@cahra.org](mailto:clientdocs@cahra.org) visit: [www.cahra.org](http://www.cahra.org)