

DOCUMENTATION # 1

Household Income Verification

Four (4) consecutive weeks prior to date of Application

Household or Family Members *Includes the applicant and all persons residing in your residence who are related by blood, marriage, domestic partner registration or decree of court, and are your spouse, registered domestic partner, guardian, parent or dependent child.*

You must provide one (1) of the following

- Paystubs or payroll statement (for all Household members) indicating gross income (before taxes) for the 4 consecutive weeks prior to the date of your CSSP Application
- If you or a member of your household receives TANF, Food Stamps or Refugee Assistance, you can provide DHHS verification or current OMRS Verification. **NOTE:** Verification document must be dated within the last 30 days.

DOCUMENTATION # 2

Verification that you are legally eligible to work in the United States

You must provide one (1) of the following

- US Passport
- Driver's License **AND** Social Security Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document that contains a photograph (Form I-766)
- Other: If you do not have one of the items listed above for Documentation #2, contact the CareerCenter Representative listed at the end of this letter to discuss other possible options.

DOCUMENTATION # 3

Verification that you are a resident of the State of Maine

You must provide one (1) of the following

- Valid Maine Driver's license with current/valid address
- Cancelled envelope with correct/current address
- Utility bill / rent receipt with correct/current address