

SOUTHEASTERN INDIANA ECONOMIC OPPORTUNITY CORPORATION  
110 IMPORTING STREET, P.O. BOX 240  
AURORA, IN 47001  
1-888-292-5475

APPOINTMENT CHECKLIST

APPLICANT NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

STREET \_\_\_\_\_ APPOINTMENT DATE \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ APPOINTMENT TIME \_\_\_\_\_

Appointment Location:     \_\_\_AURORA   \_\_\_BROOKVILLE

- **SOCIAL SECURITY CARDS:** You must present a Social Security Card for ALL household members
- **STATE & FEDERAL ID:** You must present a Photo ID for ALL household members 18 and older
- **HEAT & ELECTRIC BILLS:** You must bring in a copy of the FULL bill. It cannot be over 30 days old. Must have the company's name and your service address on it. If bill is NOT in your name you will be required to fill out a "Utility Affidavit" explaining whose name the bills is in and why.
- **INCOME:** Proof of Income for the last 3 months for everyone over 18 years of age. Examples: check stubs showing year to date gross wages, Social Security/SSI Award letter, and pension. If you had more than one job in the past 3 months we need the last check stub from each job showing year to date gross income.
- **NO INCOME:** Each household member over 18 years of age with no income must complete a Zero Income Household Verification Form. If a household member has had no income for the past 3 months they will be required to sign a Work History release. SIEOC will send off to WorkOne and it takes up to 3 days to get back.
- **SELF-EMPLOYMENT:** For each member who had self-employment income, you must present a SIGNED copy of the most recent tax form 1040 and all schedules.
- **RENTERS:** If utilities included in rent, must have a Landlord Affidavit completed by your landlord.
- **HOMEOWNERS:** Must provide proof of ownership. Examples: copy of Deed, copy of paid property taxes in your name. If it is a Mobile Home we must have a copy of the Title in your name.
- **VETERAN:** Must provide one of the following: DD Form 2014, Veteran's Administration ID Card, Retired Military ID Card, Active Duty Card, Reserve ID Card, etc.