

# **Catholic Charities of the Rio Grande Valley**

700 N Virgen de San Juan Blvd.

San Juan TX 78589

**Client Services Information Line: (956) 702-4088**

## **The Following Documentation Is Required:**

### ***1. Identification***

Valid Photo Identification for all adults in the household and social security cards  
Birth Certificates and Social Security cards of all children in the household

### ***2. Original Current Utility Bill***

No copies or past due bills accepted

***NO DISCONNECTION OR FINAL NOTICE ACCEPTED***

Bill must be under client's name

### ***3. Proof of Income***

Proof of income for all household members for the past 30 days. Members 18-59 years without income are require to register with Texas Workforce Commission (proof is required)

*Examples of Proof of Income:*

Check Stubs (wages, child support, unemployment compensation, etc.)

If paid weekly, 4 check stubs

If paid bi-weekly, 2 check stubs

If paid monthly, 1 check stub

SSI or Social Security-(2017 benefit letter required)

TANF-(benefit letter required within the last 30 days)

### ***4. Proof of Emergency***

Proof of unexpected expense or crisis within the last 30 days

Disconnection or final notice does not constitute an energy crisis

### ***5. Other***

SNAP/Food Stamps (benefit letter required within the last 30 days)

Medicaid/Medicare

If you are under Housing/Section 8 contract showing utility reimbursement must be submitted