CATHOLIC SOCIAL SERVICES
238 BONNEY STREET, NEW BEDFORD, MA 02740

INTAKE VERIFICATION

✓ **What you should bring to your Intake:**

- **Referral** from Shelter Advocate OR Appropriate Agency ☐
- Proof of Homelessness (***Cover Letter)*** ☐
- Proof of Disability ***(if applicable)*** ☐ **N/A** ☐
- Proof of **DV/ SA** (i.e. police rep., 209A) ***(if applicable)*** ☐ **N/A** ☐
  Description/ picture of abuser
- Social Security Cards (for all members) ☐
- Birth Certificates (for all members) ☐
- Medical Insurance Cards (for all members) ☐
- Income Verification (TANF, SSI/ SSDI, Employment/ Unemployment) ☐
- Food Stamp Verification (WIC) ☐
- Photo I.D. (for adults over 18) ☐
- Family/Singles must be participating in counseling it is mandatory ☐
  Name of counselor and schedule of sessions
- A savings account **(provide statement)** ☐
- Any debts include statements/ acct. # (s) ☐
  (Utilities, phones, credit cards, past rental arrearage…)
- Any assets include paper work/ car **(registration proof of insurance, payments)** ☐ **N/A** ☐
  (Real-estate)
- Contact information for any other service agencies **(DSS, DMH, DMR, etc.)** ☐
- CORI (This is to be discussed w/ clt. as it relates to housing obstacles) ☐ **N/A** ☐
- **Has HMIS releases been reviewed and signed** ☐ (CSS office use)

All of the above documentation should be complete and provided upon intake, before accepting applicant into Housing Program.

CSS Staff **Date** / **Program Coordinator** **Date**

☐ **Approved** ☐ **Not Approved**