Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Client Name: |  |
| Case Number: |  |
| Due Date: |  |

It is time for your re-certification for the Home Safe Program.

Please provide the following documents to your case manager by the requested due date. Failure to provide these documents by requested due date may result in disqualification from program.

* Verification of **ALL** household income (Passport to Services, Pay Stubs, Etc.)
* Most recent bank statements (Checking & Savings)
* Most recent Utility Bill (proof of residency)
* If unemployed, a list of places that you have applied for a job
* Household Residency Changes (Persons moved in/out of Household)
* Any other changes

You may physically drop off the documents requested to the office secretary at address below or Email with subject line: re-certification and last name. Your case manager will review all documentation and complete the remaining recertification process by phone.

If you have any questions, please feel free to contact me.

Thank You,

First & Last Name

Title

Organization Name

Organization Address

Phone

Email