

# Omega House Bering~Omega Community Services Documentation Requirements

The following documentation must be provided upon admission:

## **1. Verification of Identity:**

Acceptable documentation:

- ~ Driver's license
- ~ Identification Card
- ~ Texas Department of Corrections identification card
- ~ Employment badge with a picture
- ~ Student Identification Card with a picture
- ~ US immigrations document with a picture
- ~ Credit card with a picture
- ~ Metro Card with a picture
- ~ Passport
- ~ Birth Certificate (cannot be used by married women)
- ~ Social Security Card
- ~ Medicaid or Medicare Card
- ~ VA ID card

## **2. Verification of Residency:**

Acceptable Residency documentation: (must be in your name)

- ~ Current lease in your name or as listed as an occupant
- ~ Current property tax document
- ~ Current utility/phone/cable bill
- ~ Current credit card bill
- ~ Current letter on company letterhead signed by the of the care home/living facility
- ~ Business correspondence
- ~ Current pay stud with address

## **3. Verification of Income:**

Acceptable income documentation:

- ~ Payroll stub or copy of bank statement showing direct payroll deposit
- ~ Letter from employer indicating weekly/monthly wages (must be on letterhead)
- ~ Unemployment benefits letter/ copy of check
- ~ IRS 1040 form/W2/1099 form
- ~ Social Security award letter
- ~ VA benefits
- ~ Private disability/pension letter on company letterhead
- ~ Medicaid letter
- ~ Child or spousal support order (certified copy)
- ~ Food stamp award letter

If NO income is claimed then the following is acceptable:

- ~ Agency temporary affidavit signed and dated (valid for 60 days)
- ~ Proof of application for Social Security (valid for 6 months)
- ~ Food stamp award letter
- ~ Client living off savings: bank statements for 3 consecutive months

**\* Paper work should be signed, completed and understood upon admission \***

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