

ATLAS INTAKE MEETING CHECKLIST

- _____ Completed "Client Intake Form"
- _____ Signed "Authorization for Release"
- _____ Signed "Statement of Understanding"
- _____ Driver's License (if not, other photo ID)
- _____ Proof of Health Insurance
- _____ Proof of assistance you're receiving from DHHS (cash, food assistance, etc. if applicable)

Additional Information Required for budget counseling and/or financial request:

- _____ Proof of ALL household income for last 30 days (Employment, SSI, SSDI, child support, etc.)
- _____ Proof of Mortgage or Rent AND Landlord Contact Information
- _____ Proof of Utility Bills (electric, water, gas/heat, cable internet, phones, etc.)
- _____ Proof of Vehicle Payment (if applicable)
- _____ Proof of Vehicle Insurance (if applicable)
- _____ Proof of any Debts (child support, credit cards, hospital/doctor bills, etc.)
- _____ Proof of Shut Off or Eviction Notices (if applicable)

NOTE: "Proof" means original or copy of bill with your name and address listed on it.

Also, please be ready to share what you spend on the following: food for groceries and eating out, laundry, toiletries, clothing, household cleaning, and any other weekly or monthly expenses.