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.