



**Social Services Office Hours:**  
**Mon – Thurs 9 AM – 5 PM**  
**Closed for lunch 12 PM – 1 PM**

## Veteran Documentation for Appointment

### IDENTIFICATION:

- Must be current Texas valid driver's license or Texas ID card for ALL adults in the household.
- Birth Certificates (for minors under 18 in the household)
- Court-appointed guardianship papers when applicable.
- DD-214
- Marriage and Death Certificate (For Surviving Spouse)

**\*\*No child will be added to the file without proper documentation. \*\***

### PROOF OF ADDRESS & EXPENSES:

- CURRENT full lease agreement signed by client and leasing manager, mortgage statement, mobile lot agreement.
- Utility bills with current name and address (light, gas, water, etc.) *\*\*If your name is not on the bill, then you must show proof of identification of the person whose name is on the bill.*
- Proof of any bill paid monthly.
- Have you been assisted by KCM before? YES / NO If yes, how many times? \_\_\_\_\_

**\*\*Bills need to be in applicant's name, or a household member. \*\***

### INCOME:

- Social Security Award Letters or SSI Letters
- Worker's Compensation, Disability or Unemployment letter
- Proof of Child Support payments

**\*\*If you are paid in cash, we will provide you with an employment verification letter which will need to be completed by your employer. \*\***

### ADDITIONAL INFORMATION:

- A bank statement of your last 30 days transactions of your checking/savings account
- Food Stamps letter (SNAP)
- Documentation of current situation. Ex: medical bills, discharge papers, pharmacy expenses, notice of loss of wages, disconnection notice, eviction notice, housing assistance, etc.

**\*\*Please allow 10 to 14 business days to process financial requests.**  
**\*\*Payments are made directly to creditor/landlord.**