

Your appointment is with: _____
On _____ at _____



MUSCATINE COUNTY COMMUNITY SERVICES

315 Iowa Avenue, Muscatine IA 52761

Phone: 563-263-7512 extensions 1138 or 1110; Fax: 563-262-9378

You may call or come in to schedule an appointment.

Open 8:00 – 4:30 Monday through Friday, excluding holidays

If you do not have the verifications listed below we may not be able to assist you and you will need to reschedule your appointment.

Please call if you cannot attend your appointment or will be late. If you are more than 10 minutes late for your appointment, we may have to reschedule the appointment.

All Adults in the household must attend the 1st appointment unless married.

FIRST APPOINTMENT - All adult members of the household must attend the first appointment.

I.D. Picture ID for each adult (18 and over) in the household and
Social Security cards for each member of the household
(if no SS card, we need some form of proof of SS # such as:
old check stub, tax form, or unemployment printout)

Veterans If you are a “Veteran”, bring in a copy of your DD214

ALL APPOINTMENTS

Income

All Money coming into the Household:

Pay stubs for the last 30 days on each person working
Food Stamp and/or FIP printout showing amount you receive for that month
Child Support – need verification (Bring printout of amount)
Social Security, SSI, SSD proof of amount
Pension (any type or source) proof of amount
Unemployment benefits proof of amount from Iowa Workforce Development (verify if not elig)
If self-employed, bring tax information from year before
Workman’s Compensation proof of amount
Trust Fund(s) proof of amount

Expenses

All Expenses for the Household:

Mortgage receipt; or Landlord Tenant Form
Utility bills (electric and gas) and if on a payment agreement, bring the agreement plan
Note: *If bills or receipts are not in your name, please bring a note from the person whose name is listed on the bill stating you are responsible for payment of that bill.*
Child support – need verification (Bring printout of amount)
Childcare expense receipt
Medical expenses receipt (including doctor bills and prescriptions)
House or Renters insurance receipt
Health insurance receipt
Life insurance receipt
Property tax receipt

Resources

All bank accounts for household (checking, savings, CD’s, Money Market, 401K, etc.)
Investments (Bonds, Stocks, IRA, Collectibles, etc.) Cash on hand