



**The Open Door  
Cape Ann Food Pantry**

28 Emerson Avenue, Gloucester, MA 01930

## Food Stamp Verification Checklist

**IDENTITY** – Driver's license, birth certificate, or other confirmation of your identity

**RESIDENCE** – Mortgage, taxes and insurance, or rent receipt or lease agreement

**UTILITY BILLS** – Most recent gas, electric and telephone bills

**SOCIAL SECURITY CARDS** – For eligible household members, including children

**ALIEN STATUS** – For all non-US citizens; alien registration card or proof that INS knows you are living in the U.S.

**BANK ACCOUNTS** – Most recent checking account statement, updated savings passbook, credit union records, stocks, bonds, CD's, or IRA and Keogh accounts

**EARNED INCOME** – Wage stubs showing gross income for the past four weeks or written statement from employer showing week-by-week gross income for the last four weeks

**CHILD CARE EXPENSES** – Written statement from provider, a cancelled check or money order payable to the provider

**UNEARNED INCOME** – Most recent copy of social security check or copy of award letter; last two stubs from unemployment, worker's compensation, pension, child support, alimony

**SELF-EMPLOYMENT** – Most recent federal tax return (Schedule C Form)

**RENTAL INCOME** – A copy of the lease agreement or canceled check, or statement from tenant showing amount of rent paid. Also, your mortgage, tax bill, owner's insurance, water and sewerage bills

**MEDICAL EXPENSES** – Applicable to households with members age 60 or over or received govt. disability benefits. Out-of-pocket medical bills or insurance premiums, or canceled checks showing payment to medical vendor

**LANDLORD VERIFICATION LETTER** – Available at DTA office

### Additional Questions? Contact:

**Corinne Holt, Food Stamp Assistance**  
Tues 10-4:30 Thurs 9:30-4 Fri 9:30-4:30

The Open Door/Cape Ann Food Pantry  
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Gloucester, MA 01930  
(978)283-6776

Project Bread Food Source Hotline  
1-800-645-8333  
TTY: 1-800-377-1292