Helping People. Changing Lives.

community Action PARTNERSHIP

NORTHEAST MISSOURI

Adair • Clark • Knox • Schuyler • Scotland

CSBG APPOINTMENT CHECKLIST

Community Action Partnership of Northeast Missouri

IMPORTANT: Bring ALL required documents, fully complete the intake packet, and sign everywhere indicated. If your packet is incomplete or documents are missing, your appointment will be RESCHEDULED.

WHAT TO BRING TO YOUR APPOINTMENT

- **Proof of ALL household income for the past 30 days**
  (Examples: current Social Security award letter or bank statement showing current deposit, pay stubs, TANF, etc.)
- **Copies of Social Security cards for everyone in the household**
- **Copy of Photo ID for everyone in the household age 18 or older**
- **Copy of the past-due notice you need assistance paying**
  The notice must be in a household member's name, if applicable.
- **Copy of your current lease if you are requesting rental assistance**

ZERO INCOME HOUSEHOLDS: If there is NO income of any kind in the household, a Zero Income Form must be completed for **each household member age 18 or older.**

BEFORE YOUR APPOINTMENT

- Complete **every page** of the intake packet.
- Answer **all questions** that apply to your household.
- **Sign and date** everywhere indicated.
- Bring **all required documents** listed above.

Questions? Community Action Partnership of Northeast Missouri
215 N. Elson, Kirksville, MO 63501 | Phone: 660-665-9855 | Fax: 660-665-5542
Website: www.capnemo.org

DISCLAIMER
Completing an application does not guarantee that you will receive services from CAPNEMO. All eligibility criteria must be met to qualify for and receive assistance. Each program under CAPNEMO has its own eligibility criteria. Referrals to these programs will determine eligibility.