

## EMERGENCY FILE CHECKLIST

Applicant Name: \_\_\_\_\_

Emergency Category: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Household Type:  Family  
 Elderly  
 Disabled

Emergency Control No: \_\_\_\_\_

### Left Side

- Decision Letter (copy)
- Emergency Evaluation (copy)
- Verifying Documents of Emergency (copy)
- Utility Bills (copy)
- Initial Verifications
- Credit Check
- Landlord verification
- Emergency Policy Notice
- Follow Up Letter (copy)
- Emergency Intake (copy)
- Emergency Application

### Right Side

- CORI Results
- CORI Authorization
- Photo IDs
- Social Security Card
- Declaration of No Social Security Number
- INS Declaration
- INS Authorization
- Declaration of Non-Eligible Status
- Citizenship Declaration
- Birth Certificates

If emergency is granted, copy of the file is given to: \_\_\_\_\_