

**El Paso County General Assistance**  
Administrative Specialist Documentation Checklist



**All documents required for each household (Please include this document in client file)**

- Completed GA Forms Packet.
- Provide Food Stamp Award letter
- If not receiving food stamps you must provide proof of income (pay stubs for the past 60 days. SSI, SS, unemployment payment record etc...)
- Social Security Cards **OR** a government issued ID **OR** documentation such as: Birth certificates, US passports, naturalization certificate, voter registration cards, etc.

**Utility Documentation**

- Utility Bills-Copy of current bill plus arrears to be paid if applicable (bill must be under name of client or household member).

**Rent Documentation**

- Rent Assistance-Copy of current lease agreement also the three page statement from owner.