

**Pima Community Access Program
Documentation Requirements
Effective 7/17/2006**

Proof of Pima County Residency

If you rent or own a home

Current (last 45 days) rent, mortgage, lease or utility bill (gas, water, electric) or rent receipt that has your name and address

If unable to supply a document listed above:

Present a notarized statement attesting to your address and one of the following:

- Arizona drivers license or Arizona ID with the same household address
- Mail with canceled postage addressed to you at the same household address from someone other than a relative
- **Current (last 45 days)** copies of other expenses (e.g. credit card bill, cell phone bill) in your name at the same household address
- **Current year's** school registration with the same household address

If you live in someone else's home

Present **current (last 45 days)** utility bill with the name and address of the head of household and a notarized statement from them stating that you live with them at that address and one of the following:

- Arizona drivers license or Arizona ID with the same household address
- Mail with canceled postage addressed to you at the same household address from someone other than a relative
- **Current (last 45 days)** copies of other expenses (e.g. credit card bill, cell phone bill) in your name at the same household address
- **Current year's** school registration with the same household address

Proof of Income

If you or anyone in your household are employed

The most recent check-stubs that represent 1 month of earnings from all wage earners in the household

If you or anyone in your household are self-employed

Your most recent Annual Income Tax Return. If newly self-employed and Income Tax Return has not been filed, a signed, dated and notarized profit/loss statement covering the period of self-employment

If you or anyone in your household are paid in cash or have not yet been paid

A notarized letter from your employer verifying the date employment began and the pay

If you or anyone in your household are unemployed

If receiving unemployment, unemployment benefits statement from DES. If not receiving unemployment, **notarized** statement signed by you that you are not receiving unemployment benefits and the reason

If you or anyone in your household receive other income

Proof of income such as Social Security award letter, proof of pension/retirement benefits