

The Ohio Benefit Bank Documents Checklist

(For OBB Client to keep. For use with *ALL* benefit applications.)

To complete your application for benefits, you must provide your caseworker at the Department of Jobs and Family Services (DJFS) with copies of these documents. Some of these documents will also be needed to complete your Benefit Bank application(s). If you can't find documents, submit your application anyway. **If you are not able to provide documents, tell your caseworker, and ask for help to get those documents.**



ONE of these for each person listed on our benefits application:

- ☐ Driver's license
- ☐ State-issued ID card
- ☐ Work ID Badge or Pass
- ☐ U.S. passport
- ☐ Picture ID
- ☐ Library card
- ☐ School ID card
- ☐ Current report card
- ☐ Shot records



ONE of these for each person:

- ☐ Original birth certificate
- ☐ Birth records/maternity discharge
- ☐ Green card
- ☐ Citizenship letter
- ☐ Visa
- ☐ Marriage certificate



Proof of all household income from

LAST 30 DAYS:

- ☐ Pay stubs or wage receipts
- ☐ Written letter from employer
- ☐ Proof of self-employment (expense records and/or Schedule C)
- ☐ Bank account statement
- ☐ Statements of any kind of income not earned at a job
- ☐ Signed statement of no income

ONE of these for each person listed on your benefits application:

- ☐ Social Security card
- ☐ Application of Social Security card
- ☐ Social Security income



Proof of all RECENT expenses:



- ☐ Utility bills (phone, gas, electric, water, sewage, garbage)
- ☐ Lease agreement or rent receipt
- ☐ Mortgage receipt, contract, or book
- ☐ Metro housing certificate
- ☐ Signed letter from landlord, roommate, or person providing shelter stating that you stay there and cost of housing/utilities
- ☐ All medical expense receipts
- ☐ All unpaid medical bills
- ☐ Bill or receipt from child/dependent caregiver

Others:



- ☐ Statements that show the value of things that you own
- ☐ School attendance records
- ☐ Adoption or custody papers
- ☐ Letter from doctor stating disability
- ☐ Letter or record from doctor stating pregnancy and number of fetuses



If old EBT card is missing or thrown out, cancel it before seeing the caseworker: 866-386-3071.