

Family Unification Program: Check-list for Case Managers

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

Date: \_\_\_\_\_

Program: FUP-Family\_\_\_\_ Or FUP-Youth\_\_\_\_

**1. Referral**

- FUP Pre-application
- AHS-DOI
- AHS-Referral

**2. FUP Application**

- Full Application
- Excluded Income Form
- Declaration of Citizenship Form
- Debts owed (all HH members 18 +)
- Supplement to the application Form
- Social Security cards (for all household members)
- Verification of ID  
(driver's license, non driver ID or birth certificate)
- Student Status Form
- Disability Verification

**Releases:**

- Criminal Release
- HUD Privacy Act (signed by all HH 18+)
- VSHA release of information (signed by all HH 18+)
- VSHA General Release including criminal

**Verifications:**

**Assets:**

- Checking
- Savings
- Retirement
- Real Estate
- Direct Express
- Other

**Income:**

- Wages
- RUFA/GA
- Child Support
- Pension
- SSI/SS/SSDI
- Unemployment
- Inkind Income
- Other
- Financial Aid

**No Income:**

- No Income Statement
- Expense Worksheet

**Expenses:**

- Child care expenses
- Eligible Out of Pocket Medical Expenses

Please note: All verifications including the DOI must be current within 60 days of issuing the voucher

3.3.2022