



**FOOD SUPPORT PROGRAMME
Document Requirement List**

APPLICANT NAME: _____ **TIME:** _____

INTERVIEW DATE: _____ **LOCAL BOARD:** _____

PLEASE PROVIDE THE FOLLOWING **ORIGINAL** AND **PHOTOCOPIES** OF ALL DOCUMENTS AT THE DATE OF YOUR INTERVIEW FOR THE PROCESSING OF YOUR APPLICATION FOR THE FOOD SUPPORT PROGRAMME.

PLEASE NOTE THAT YOUR APPLICATION CANNOT BE PREPARED PROCESSED IF ALL THE DOCUMENTS REQUESTED ARE NOT PRODUCED.

- 1. TWO (2) RECENT PASSPORT – SIZE PHOTOGRAPH OF APPLICANT ONLY**
- 2. NATIONAL IDENTIFICATION CARD (ID)** of applicant and all other members of the household 15 years and over (*bring original and copy both sides*)
- 3. NEW COMPUTERISED BIRTH CERTIFICATE** for all members of the household (*bring original and copy*)
- 4. AFFIDAVIT** – where the first name or surname is not stated, spelling errors and where the name on the ID card and the birth certificate differs.
- 5. MARRIAGE CERTIFICATE** – For all married women, widows, separated or divorced. (Where the marriage certificate is not available, an affidavit must be provided to verify change of title through marriage.) (*Bring original and copy*).
- 6. ALL UTILITY BILLS** – T&TEC, TSTT, WASA, Cable to confirm applicant address
- 7. PROOF OF HOME OWNERSHIP**- Copy of land and building tax receipt (*only in respect of persons who own the property in which they reside*)
- 8. PERSONS RENTING** – Copy of last rent receipt
- 9. PROOF OF SPECIAL MEDICAL EXPENSES** – Doctor’s letter, clinic card and/or receipts for medication. E.g. Physical Disability, Acute Diabetes, Heart Problems, Stroke, Visual and Hearing Impairments etc. (*copy or original*).
- 10. PERSONAL DECLARATION OF INCOME** – To be completed and signed by all persons 18 years and over. (*forms will be provided in the office*)
- 11. EMPLOYMENT INCOME** – Recent job letter (no more than 2 months old or last pay slip for all working members of the house hold.
- 12. BANK ACTIVITY STATEMENT** or other statements from Unit Trust, Credit Union, Insurance Companies and other Financial Institutions. (**NOT BALANCE STATEMENT** e.g. *from the A.T.M. machine*).
- 13. NIS STATEMENT**- For persons 60 years and above, Widows, Disability Assistance Grant Recipient’s and Physically Challenged persons (*N.I.S. forms are provided in the office which should be signed by the applicant and taken to the N.I.S. office for completion*).
- 14. EVIDENCE OF ALL OTHER SOURCES OF INCOME**
Old age pension – Cheque Stub Public Assistance – Cheque Stub
Disability Grant – Cheque Stub Rental of Property – Copy of last receipt
Maintenance Payments and other sources
Retirement Pension – Letter from Employer Stating Amount being paid.

NOTE: Photocopies of all ORIGINAL Documents submitted, will remain within the property of the Ministry of Social Development and Family Services. All printed and verbal information submitted is treated with the highest degree of confidentiality