**Caritas Veteran Program Required Documents**

**Beneficiary Eligibility**

\*The forms listed below are the only forms acceptable to TVC to determine eligibility for veteran, dependent, and surviving spouses.

**VETERANS**  
DD Form 214, Certificate of Release or Discharge from Active Duty; NA Form 13038, Certification of Military Service; Department of Veterans Affairs (VA) official letter or disability letter with character of service listed; E-Benefits summary letter with character of service listed; Honorable discharge certificate; State of Texas Issued Driver License with Veteran designation: valid non-expired Driver's License or a valid non-expired Identification Card. If you do not have a DD214, **a summary of benefits or record of service will suffice.** You can obtain the summary of benefits or service records from your e-benefits account or from the VA by calling 1-800-827-1000, to request a summary of benefits. If you do not receive VA disability, request a record of service **\*Ask the representative to send the information directly to my email address** [**THutchinson@caritas-waco.org**](mailto:THutchinson@caritas-waco.org)

**SURVIVING SPOUSE**  
Uniform Services Identification Card; Marriage Certificate; Death Certificate or one of the forms listed above for Veterans eligibility.

**Proof of Income**

**For all employed adults over 18 in the household, please provide your earnings statement/check stub and bank statements for the current and previous month. For all adults over 18 in the household receiving unemployment benefits, please provide an unemployment document.**

Veteran disability award letter **current year date**, print letter from your e-benefits account or call 1-800-827-1000 to request (if applicable).

Pension/retirement award letter (if applicable).

Social Security Award letter **current year date** (if applicable).

\*Documentation from the Physician stating you are on medical leave (if applicable).

**\*VA EDUCATION BENEFITS DO NOT COUNT AS INCOME!**

RELEASE OF INFORMATION!

\*Each person in the household 18 years of age and older must complete the release of information form. Make sure to complete the information release form.

\***If you are seeking Rental Assistance** **please provide me with your current lease agreement** **signed, initialed, and dated by the tenant, and the landlord or leasing company representative. \*Please have your landlord or leasing company representative give me a call. If you request move-in assistance, please provide me with a lease agreement signed, initialed, and dated by the tenant, and the landlord or leasing company representative. I will also need an invoice from the landlord or leasing company representative on the company letterhead detailing the charges due for move-in. If your lease is not current I will need the current lease signed, initialed, and dated by the tenant and the landlord or leasing company representative, and a letter** **signed, initialed, and dated by the tenant, and the landlord or leasing company representative stating that you are leasing month to month.** **Caritas Veteran Program will only pay the rent charges stated in the lease.**

**\*For Mortgage Assistance please provide me with a summary of your mortgage from your mortgage company.**

\***If you are seeking Utilities Assistance please provide me with the most current utility bill or invoice. Caritas Veteran Program will not make any payments on accounts without a current bill or invoice.**

**\*Please provide a copy of your marriage license if any of the utilities are listed in the spouse’s name!**

**\*If you are seeking Car Repair Assistance please bring me an invoice or quote from the repair facility detailing the repairs to be performed on your vehicle. Make sure the invoice or quote has all of your information. Once I get the quote I will let you know if the work or repairs is approved. \*Do not schedule any work or repairs until you get the approval. Caritas is not responsible for any work or repairs performed without approval. Make sure to ask the repair facility if they will accept a check for payment. Caritas can only make payments by check.**

Please complete the application and provide all required supporting documents. I will review your application once I receive a completed packet. Please give me a call to schedule an appointment to bring in your completed packet or for any questions you may have.  I look forward to working with you.

Thank you for your service.

Tommy Hutchinson Jr.

Veteran Case Manager

Caritas of Waco

300.S 15th St

Waco, Texas 76701

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