Caritas Veteran Program Required Documents

Beneficiary Eligibility

The forms listed below are the only forms acceptable to TVC to determine eligibility for veterans 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 www.va.gov 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 VA representative to send the information directly to the Caritas Veterans Case Manager you are working with, or fax it to (254) 752-4434.

Veterans Case Manager – McLennan County

[THutchinson@caritas-waco.org](mailto:THutchinson@caritas-waco.org)

Veterans Outreach Case Manager- Bosque, Falls, Freestone, Limestone, & Hill Counties

TLong@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 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 lettercurrent year date, print letter from your www.va.gov 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.

Assistance

If you are seeking Rental Assistance, please provide your current lease agreement, signed, initialed, and dated by the tenant and the landlord or leasing company representative. If your lease is not current, we 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.

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

Please provide a copy of your marriage license or common law marriage certificate if any of the utilities are listed in the spouse’s name.

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

Thank you for your service.

Tommy Hutchinson Jr. Tony Long

Veterans Case Manager Veterans Outreach Case Manager

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This program is supported by a grant from the Texas Veterans Commission Fund for Veterans’

Assistance. The Fund for Veterans’ Assistance provides grants to organizations

serving Veterans and their families. For more information, visit [www.tvc.Texas.gov](http://www.tvc.Texas.gov).



Caritas provides urgent support to anyone in need and does not discriminate against race, creed, age, sex, color, national origin, marital status, religion,

union or political affiliation, handicap, veteran status, or sexual orientation. The majority of clients are residents of

Waco- McLennan County, although there are no geographical limits to receiving services from Caritas