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Southwest Michigan Community Action Agency



HELPING PEOPLE. CHANGING LIVES
Serving Berrien, Cass, and Van Buren Counties

CARES Checklist for Clients

- Copy of proof of Emergency (i.e. utility bill, letter from landlord and lease, mortgage invoice, car payment invoice, for car repairs (title and estimates by license contractor), emergency home repairs (proof of ownership of home and estimate by licensed contractor).
- Client Application
- Copy of Household income with income calculation sheet
- Release of Information
- Emergency resolved and not reoccur form
- Copy of Head of Household ID (if services are not provided face to face have applicant take a picture of themselves holding ID)
- Copy of all Household Social Security Cards

Client Signature

Date

Signature of Caseworker

Date

