

Items to Get Started

Required documents that must be provided before any appointment can be made:

- **Proof of Income** examples include:
 - Paycheck stubs
 - Income tax returns for the previous year
 - Letter of unemployment benefits
 - Bank statements
 - Signed letter from probation/intensive supervision officer on agency letterhead
 - Signed statement of a family member of which the client is dependent

- **Proof of Citizenship** examples include:
 - Social Security
 - Current KS Driver's License
 - Birth Certificate
 - Any Document listed on Column A of the Federal I-9 Form

- **Proof of Kansas Residency** examples include:
 - KS Driver's License
 - Kansas Medical Card
 - Kansas ID Card
 - Utility Bill in the client's name of a family member
 - Signed letter on agency letter head from probation/intensive supervision officer

- **Incarcerated individuals need to provide documentation of scheduled release within the next 60 days**