

**RECERTIFICATION  
MUST BE DONE EVERY 6 MONTHS**

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It is time to recertify. You will need to bring the documents we have listed below.

**This information is a vital part of your file and must be updated every six months so that we can continue to issue payment for any services you will need.**

Please note that even if you are not currently attending classes you will still need to re-certify for funding purposes. Please contact your Case Manager to schedule an appointment as soon as possible.

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**Please [upload](#) all Income Documentation:**

- Most recent check stubs for all those individuals in the household that are employed (Please bring 6 or more check stubs. If you are not working and receive monetary help from someone please bring a letter from them as well.)
- Bring proof of child support if you receive it
- Current food stamp letter (if you have SNAP benefits)
- Any other assistance you are receiving (i.e. family help, unemployment, SSI, Housing, etc.).

**Please [upload](#) all current bills that you pay on a monthly basis including:**

- Utilities: Electric, gas, water/sewer, and/or home phone bills
- Rent or mortgage - If you currently do not pay rent and/or utilities, bring letter from the person you are living with that states you do not pay these things.
- Car insurance
- Car payment
- Internet
- Cable bill
- Cellphone bill
- Credit cards
- Loan payments
- Any medical bills

Please **upload** all current training provider information:

- Account summary (Mandatory)
- Transcripts (Mandatory)