

# PRAIRIE OPPORTUNITY, INC.

COMMUNITY ACTION AGENCY

*Helping People. Changing Lives*

## **OKTIBBEHA COUNTY ORIENTATION**

It is the mission of Prairie Opportunity, Inc. to provide case management services to low-income, elderly, disabled families to enhance stability and enable them to become self-sufficient.

**PRAIRIE OPPORTUNITY, INC.**  
**501 Hwy 12 West      Starkville, MS 39759**

**Verification of Applicant Information**

To be completed and signed by applicant and applicant's parent or guardian, if applicant is under 18 years of age.

1. Date of Application \_\_\_\_\_
2. Applicant's Name \_\_\_\_\_
3. Name of Household Members \_\_\_\_\_
4. Relationship to Applicant    ☐ Self      ☐ Parent      ☐ Guardian  
   ☐ Other \_\_\_\_\_
5. Household Member's Social Security Number \_\_\_\_\_
6. Householder Member's Birthdates \_\_\_\_\_

**Affidavit**

Please check one:

☐ Separated      ☐ Zero-income      ☐ Other \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, STATE THAT I \_\_\_\_\_  
\_\_\_\_\_ FOR THE PERIOD OF \_\_\_\_\_ TO  
\_\_\_\_\_. I UNDERSTAND THAT I CAN BE PENALIZED BY FINES,  
IMPRISONMENT, AND/OR REMIMBURSEMENT OF SERVICES FOR MAKING FALSE STATEMENTS.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Guardian or Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_

Date \_\_\_\_\_

FYI:

### What to Bring to Your Appointment

1. All affidavits must be notarized within the past 30 days of appointment date
2. All information provided must be current for the past 30 days of appointment

#### **VALID PHOTO ID(S)**

1. Photo Driver's License, US Passport
2. State-issued Photo ID
3. Employment ID
4. School, college or University ID
5. US Military ID
6. Tribal ID, Alien registration/Permanent residence card, temporary residence card

#### **SOCIAL SECURITY CARDS(S)**

1. Certified Copies
2. Card for all household members regardless of age

#### **BIRTH CERTIFICATES(S)**

1. Certified Copies
2. Birth Certificates for all household members regardless of age

#### **INCOME(S)**

1. Award Letter(s) (Social Security, SSI, Disability, VA Benefits- **2017 from Social Security Office**)
2. W2 Form, Paycheck stubs, 1099, IRS Tax Forms with appropriate schedules
3. Unemployment Determination Letter (benefits paid in past 30 days), **if unemployed you must have current WIN Job Center Printout and Zero-Income Affidavit**
4. Child Support, TANF Printout, Food Stamp Verification
5. Wages: if paid monthly (last check stub), if paid weekly (last four check stubs), if paid bi-weekly (last two check stubs)

#### **RESIDENCE VERIFICATION**

1. Current/Updated Lease Agreement
2. Mortgage Documents (Warranty Deed), etc.

#### **ADDITIONAL INFORMATION REQUIRED BY THE AGENCY**

1. Marriage License, Widow (Death Certificate, Obituary, or completed affidavit that you're widowed)
2. Divorced (Divorce Decree or completed notarized affidavit that you're divorced)
3. Separated (Must complete affidavit)
4. Updated Resume ( **if unemployed**)

#### **COLLEGE STUDENTS**

1. Financial Aid Award Letter
2. Class Schedule, Midterm Grades, End of Semester Grades
3. Copy of Degree

#### **PROOF OF MONTHLY EXPENSES PAID IN THE LAST 30 DAYS WITH RECEIPTS**

Light, Gas, Telephone, Cable Satellite, Insurance, Health, Burial, Medical, Credit Cards, Rent, Mortgage (bill with receipt) (if paid with check.. current bank statement) (if paid with money order.. money order stub)

**\*All household members 18 & over must come to appointment & complete an Authorization form\***

**\*\*Other documents may be necessary as required by Agency\*\***