

SOURCES CAREER DEVELOPMENT Verification Documents Required for CDBG Intake



Thank you for helping us to meet City of Pasadena eligibility requirements by providing address and income verification to complete the intake:

Address

- Valid driver's license or state issued ID;
- Utility or phone bill (dated within three months of client intake);
- Letter from a government agency (dated within six months of client intake);
- Letter from an educational institution (dated within six month of client intake);
- Bank statement (dated within three months of client intake); or
- **If residing at a temporary address, please complete the Proof of Address form.**

Proof of Income

- Two consecutive paystubs (dated within the three months prior to intake);
- Most recent statement from any government assistance (dated within the six months prior to intake);
- Most recent submitted tax return (must be signed, include all pages, and cannot be older than the previous year before client intake);
- Bank statement showing income deposits (dated within the three months prior to client intake*); or
- **If client has no income, please complete the No Income Certification form.**

For more information please feel free to contact LaViva Primm at 626-240-4591 or lprimm@unionstationhs.org.