Family Unification Program check-list for case managers

Name:__________________________________________________
Date:_____________________
Program:   FUP-Family____  Or FUP-Youth____

1. Referral
- FUP Pre-application
- AHS-DOI
- AHS-Referral

2. FUP Application
- Full Application
- Excluded Income Form
- Declaration of Citizenship Form
- Debts owed (all HH members 18 +)
- Supplement to the application Form
- Social Security numbers (for all household members)
- Student Status Form
- Disability Verification

Verifications:

Assets:
- Checking
- Real Estate
- Savings
- Other
- Retirement

Income:
- Wages
- Unemployment
- RUFA/GA
- Inkind Income
- Child Support
- Other
- Pension
- Financial Aid
- SSI/SS/SSDI

No Income:
- No Income Statement
- Expense Worksheet

Releases:
- Criminal Release
- HUD Privacy Act (signed by all HH 18+)
- VSHA release of information (signed by all HH 18+)
- VSHA General Release including criminal

Expenses:
- Child care expenses
- Eligible Out of Pocket Medical Expenses

Please note:  All verifications including the DOI must be current within 60 days of issuing the voucher

3.3.2022