



## Required Documents for Appointment with ICM

Documents may be emailed to [help@icmtx.org](mailto:help@icmtx.org)

Client must live in Clear Creek ISD (CCISD) or Friendswood ISD for ICM to provide assistance. If you do not live in these ISD zones, we can refer you to other agencies to contact.

### • **CLIENT INFORMATION**

- Unexpired Texas Driver’s License or Texas ID Card
- Social Security numbers (last 4 digits) for each Household member or Birth Certificates
- Current Lease or Mortgage **in Client’s Name**.
  - If there is a Vacate, Lockout or Eviction notice, bring it, too.
- HUD / Section 8 “Housing” Award Letter (if applicable)
- Most current utility bill **in Client’s Name**.
  - If there is a disconnect notice and/or cut-off notice, bring in addition to utility bill.

### • **INCOME**

- Three (3) most recent paycheck stubs for all workers in household
  - or three (3) most recent bank statements
- Unemployment benefits letter of acceptance or denial
- Proof of child support you receive with amount listed.
- Award letters from any of the following:
 

▪ Unemployment	▪ SSI
▪ Food Stamps/SNAP	▪ Disability
▪ TANF	▪ Workman’s Compensation
▪ Social Security	▪ Retirement

Bank statement or Wage Detail Report from Social Security Office may be used to prove income or proof of non-income.

### • **CRISIS DOCUMENTATION**

- Documents showing crisis, such as: Medical payments/receipts, car repair payments/receipts, theft reports, loss of job, etc.
- If you have been given pledges from other agencies or churches, bring pledge documents with you.

***Appointment Hours are Monday - Thursday from 9:00 am to 11:15 am***

*Please call to make an appointment, cancel, or reschedule*