



2025

For you to receive any type of service at St. Mary Outreach, you will need to provide the following at every visit for the current month:

**Proof of Residency**

- \_\_\_\_\_ Verification Form, if living with somebody
- \_\_\_\_\_ Social Security Cards, for you and all residents in household
- \_\_\_\_\_ Birth Certificates (17 y/o & under)
- \_\_\_\_\_ Picture ID

**Proof of Income for all household members**

- \_\_\_\_\_ Social Security Benefits
- \_\_\_\_\_ Child Support
- \_\_\_\_\_ VA Benefits
- \_\_\_\_\_ Check Stubs
- \_\_\_\_\_ FITAP
- \_\_\_\_\_ Food Stamps/SNAP
- \_\_\_\_\_ Retirement
- \_\_\_\_\_ Unemployment
- \_\_\_\_\_ Disability/Workman's Comp

**All clients must have an updated copy of the 2025 Document Sheet in their folder. All required information is the same as prior years. All information must be current and accurate. St Mary Outreach is a private, non-profit, temporary, emergency service agency; we are not a monthly service. You must be able to prove your emergency, the reason you ran short, which is the reason you need our service. You are responsible for the items you receive. It is the client's responsibility to attain SNAP benefits and maintain their SNAP account. Our client hours are Monday through Thursday 9:00am til 12:00pm and 1:30pm til 3:00pm, and Friday 9:00am til 12:00pm. You must have all required documents for any service that is available at St Mary Outreach.**

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**Proof of Expenses for the current month**

- \_\_\_\_\_ Rent/Mortgage
- \_\_\_\_\_ Electricity
- \_\_\_\_\_ Water
- \_\_\_\_\_ Gas
- \_\_\_\_\_ Telephone
- \_\_\_\_\_ Cable
- \_\_\_\_\_ Insurance
- \_\_\_\_\_ Medical bills
- \_\_\_\_\_ Loans
- \_\_\_\_\_ Credit Cards
- \_\_\_\_\_ Food Bills
- \_\_\_\_\_ Vehicle Expenses (gas, insurance, car note)
- \_\_\_\_\_ Clothing
- \_\_\_\_\_ Repair Bills
- \_\_\_\_\_ Any other expense

By signing below, I acknowledge that I am aware of the documents necessary for me to receive service at St. Mary Outreach. I realize that if I do not bring in the requested documents each time I come for service, that I can be denied service until all of the requested documents are submitted. All the information I have submitted is accurate. I am aware that if I do not disclose all requested information that I can be denied service. I understand that the information contained in my record is confidential. However, I consent for St. Mary Outreach, Inc., to network with any other resources they have available for the purpose of aiding me in finding the best solutions available. All information is subject to verification. All copies made are property of St Mary Outreach and are kept for 5 years. I understand St Mary Outreach has the right to refuse service

X \_\_\_\_\_