

**Comal County Multi-Agency**  
**Response Center**

**CHECKLIST FOR NEW APPLICANTS**

**Must Have:**

- **Proof of loss of employment which includes termination and/or loss of hours**
- Current Driver's Licenses or State Issued ID
- Last 2 check stubs
- Rental lease agreement (all pages) / Mortgage Statement
- Electric/Water/Gas bill (original)
- Bank statement (1 MTH)
- Most recently completed Tax Return

**If Applicable:**

- Food stamps award letter (4 PGS)
- Social Security or Disability awards letter (if applied bring proof)
- VA Awards letter

After a phone screening you will be given an appointment date and time. Please come to the McKenna Event Center at 801 W. San Antonio Street. All CDC guidelines for social distancing will be in place and applicants will be asked to wait in their car if they arrive before their scheduled time.

Write in the time you are given here:

APPOINTMENT DATE: \_\_\_\_\_

APPOINTMENT TIME: \_\_\_\_\_