

BENTON AND FRANKLIN COUNTIES

DEPARTMENT OF HUMAN SERVICES



**If you have been living on the streets or at a shelter, or have an eviction notice for your own rental, and are low income then you are eligible to screen.**

C.E.S. screening days are: Monday, Tuesday and Thursday: 8am to 11am, and 1 to 3pm.  
No appointment needed.

*\*Please note no food or drink is allowed in the building.*

### REQUIRED DOCUMENTATION FOR SCREENING

**1. Homeless Status Verification: Referral letter from shelter/service provider or current eviction notice from your own rental.**

*Please bring the following items, if available:*

- Picture ID for all adults in the household (18 and over).
- Social Security Cards for all household members or official letter from the Social Security Administration documenting that a card has been requested.
- Official Identification for all children in the household: birth certificate, medical coupon, vaccination record, school id, etc.
- Proof of Crisis which caused the eviction (the reason you did not pay your rent): Police report, medical bills showing payment, increase utility bill showing payment, loss of job/unemployment claim.
- Copy of Lease/Rental Agreement: Copy of Lease/Rental Agreement listing you/applicant as the renter of the unit.
- Verification of Income for everyone in the household: Prior month's paystubs or a award printout that shows gross pay (before deductions).

**7102 W Okanogan Place Suite 201, Kennewick, WA 99336**  
**In the Benton Franklin Health District Building Second Floor**  
**Phone: 509.737.3946**