

# FEDERAL CHANGES ARE HERE!

## DO YOU KNOW HOW TO UPLOAD DOCUMENTS via the Self-Service Portal?

Note: Online account must be linked to previously existing benefit cases.

Just follow these six simple steps!

5

Select "Click here to upload documents for an existing case person"



### View My Documents

No documents to display

Would you like to upload documents?

[Click here to upload documents for an existing case person](#)

6

Select the appropriate case persons under "Select a person" then select the appropriate case number associated with that person. Then choose the document to upload.



*Below are all the applications and case numbers assigned to this account.*

Select a person \*

BLACK PEN

Select

File Size Limit is 10MB.

Document Type

Select one



Dept. of Health and Human Services  
Cuyahoga Job and Family Services

This institution is an equal opportunity provider. Visit <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>. Cuyahoga Job and Family Services provides access to an interpreter at no charge to customers who are limited – English proficient and individuals with impaired vision and/or hearing.



# Document Type Drop-Down Choices

*If the choice needed is not available, you should select the closest option.*

## Childcare:

- Name and Address of a Childcare Provider
- PFCC Release of Information
- Proof of Dependent Care Costs
- Proof of Enrollment in Education/Training
- Proof of Special Needs for Child Care
- Proof Second Caretaker Cannot Care for the Child(ren)

## Expenses:

- Proof of Alimony
- Proof of Paid Child Support
- Proof of Dependent Care Costs
- Proof of Housing/Utility Cost
- Proof of Medical Expenses to include Insurance Premium Amounts

## Housing/Utilities:

- Proof of Address
- Proof of Housing/Utility Cost
- Proof of Subsidized Rent/Utilities

## Identity:

- Military Credentials
- Proof of Citizenship or Alien Status
- Proof of Identity
- Proof of Social Security Number
- Victim of Trafficking - Documentation of Pending Status

## Income:

- Paid Proof of Alimony Received
- Proof of Child Support
- Proof of Income
- Proof of School Grants or Loans
- Proof of Subsidized Rent/Utilities

## Medical:

- Proof of Disability Status
- Proof of Pregnancy and Number of Fetuses
- Proof of Third Party Medical Coverage Information

## Other:

- Authorized Representative Request Form
- Healthchek and Pregnancy Related Services Information Sheet

## Resources:

- Proof of Resources
- Proof of Resource Transfer

Accepted Document Formats: **.afp, .bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .tiff, .txt**



Dept. of Health and Human Services  
**Cuyahoga Job and Family Services**

This institution is an equal opportunity provider. Visit <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>. Cuyahoga Job and Family Services provides access to an interpreter at no charge to customers who are limited – English proficient and individuals with impaired vision and/or hearing.

