

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.

