



**Ministry of Social Development and Family Services
National Social Development Programme**

2nd Floor, Nahous Building,
45A – 45C St Vincent Street, Port of Spain

NSDP APPLICATION CHECKLIST

Required Documents	
<ul style="list-style-type: none"> Completed Standard Means Test (SMT) (In order to complete the Standard Means Test, the applicant must provide proof of income in the form of a payslip, bank statement or any other applicable document. Proof of expenses for housing in the form of mortgage receipts, rent receipts etc. Proof of medical expenses (not covered under CDAP). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Application form for Minor House Repair Assistance Customer Application form for House Wiring Assistance / Sanitary Plumbing Assistance 	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Citizenship/Resident Status: Valid Identification (National ID Card) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of Birth Certificate 	<input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Home Ownership <i>Government Land & Building Tax receipts</i> <i>Copy of Land Deed</i> <i>Certificate of Comfort (where applicable)</i> <i>Letter of non-objection from Land Settlement Agency or other relevant Authorities</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Income for all applicable members of household <i>Payslips</i> <i>Job letter</i> <i>SCP/DAG/PAG/TT Card cheque stub</i> <i>NIS letter</i> <i>Bank statement</i> <i>Income Declaration Form</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Address: Utility Bill from T&TEC, WASA, TSTT, FLOW (not necessarily in applicant's name) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Contractor's Material / Labour Estimate 	<input type="checkbox"/>
<ul style="list-style-type: none"> Hardware estimate (Must state "We Accept Government Invoice Orders") 	<input type="checkbox"/>
Additional Supporting Documents required (where applicable)	
<ul style="list-style-type: none"> Landowner(s) authorisation letter Letters of administration/Divorce decree/Probated Will from High Court, etc. Copy of landowner(s) ID Landowner(s) death certificate Rent/Mortgage Receipts Medical Receipts 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Additional documents required for Disaster Victims only <i>Fire Report</i> <i>Letter from Regional Corporation / Completed DANA Form signed and stamped from the authorized Regional Corporation personnel</i> 	<input type="checkbox"/> <input type="checkbox"/>

PLEASE NOTE:

- Receipt of this checklist is NOT the completion of an application for the NSDP grant**
- Submission of **ALL** the above applicable documentation are required in order to complete an application. **Failure to submit all the required documents within 30 working days from the Checklist Issuance Date will result in closure of the application.**
- Only when all the required documentation is submitted will an application be opened and a home visit appointment scheduled
- Should you have any questions, please contact the NSDP office at 623-2608 Ext 1431, 1433, 1437 or 1439

Client Name:.....Contact Number.....

Checklist Issuance Date: **Name of Officer:**

Client Signature:.....Date:.....

- Key
- Documents already submitted
 - Documents not required
 - Documents outstanding

Checklist to be completed in duplicate. One is given to the client and the other is placed in the Client Application file.