



**Town of Leicester  
Veterans' Services Department**

3 Washburn Square  
Leicester, Massachusetts 01524-1333

**Veterans Agent**

**Michael T. Hickey**

Phone: (508) 892-7025

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**Documentation needed prior to applying for Chapter 115 Benefits**

**Please call for an appointment first**

- \_\_\_ DD 214 – Discharge papers - honorable
- \_\_\_ Letter from doctor indicating inability to work and prognosis –
- \_\_\_ Please have enclosed medical report completed
- \_\_\_ Last 3 months bank statements, if applicable
- \_\_\_ Retirement savings statements, if applicable
- \_\_\_ Life Insurance policies, if applicable
- \_\_\_ Health insurance card, recent bill, Mass Health card or proof of application for Mass Health
- \_\_\_ Marriage record, if applicable
- \_\_\_ Divorce record/child support, if applicable
- \_\_\_ Death certificate, if applicable
- \_\_\_ Birth records for applicant and/or dependents
- \_\_\_ School attendance records/letter for minor children, living in home

**Income verification**

- \* Proof of income from or application of claim (prior to filing application for Chapter 115 benefits) for:
  - \_\_\_ Social Security (SS), Supplemental Security Income (SSI), and/or Social Security Disability Pension (SSDP) located at 51 Myrtle Street, Worcester or call 1-800-772-1213
  - \_\_\_ VA pension (widows or non service) and/or VA disability
  - \_\_\_ VA representative is at 605 Lincoln Street, Worcester on Mondays to file your claim
  - \_\_\_ Wages - copy of last 4 pay stubs, if within the last 2 years
  - \_\_\_ Retirement
  - \_\_\_ Workers Compensation, if applicable and name of attorney and insurance company
  - \_\_\_ Unemployment Compensation indicating weekly amount, last paid or denial and why
  - \_\_\_ Letter from Workforce Central (44 Front St.) evidencing your registration for a job
  - \_\_\_ Since last worked – list of contacts, phone numbers of job applications and results
  - \_\_\_ Should have at least 1 or 2 a day

**Shelter verification**

- \_\_\_ Lease agreement or have attached rent verification completed, if you rent
- \_\_\_ Real estate tax bill
- \_\_\_ Water & sewer bill
- \_\_\_ Homeowners insurance bill
- \_\_\_ Mortgage payment statement
- \_\_\_ Equity Credit Line statement, if applicable
- \_\_\_ Abatement form, if applicable
- \_\_\_ If rental property, copy of leases for all units