



Please have all items unfolded and placed in the same order as listed below.

THE FOLLOWING INFORMATION IS REQUIRED:

- Completed application
- Driver's License
- Lease agreement (*with all signatures*) that reflects 90 days residence
OR mortgage statements for last 90 days
- Crisis documentation (*any and all paperwork to support the short term crisis the person is experiencing*)
- DD-214 (Veteran)

Identification for All Household Members

- Social Security or Foreign ID

Proof of All Income

- Paycheck stubs (*last 30 days from current or past employer*) from each employed person in household (*include new & terminated employment*)
- Unemployment eligibility notice/compensation stubs
- Child support statement
- Social Security/SSI current grant notice of benefits
- SNAP/Medicaid Letters/TANF letter showing how much received or denial letter
- Self-Employment Records (*tax statement from previous year*)
- Current bank statement (*if account has been closed bring document stating closure & balance*)
- Last year's tax return

Proof of All Current Expenses/Statements (Actual bill is required and must be the current statement.

Disconnection notices will not be sufficient)

- Rent (*last 3 payment receipts or copy of renter's ledger*)
- Mortgage (last 3 mortgage statements)
- Utility bills -- electric, water, gas
- Cable, land line phone, cell phone
- Car payments
- Insurance (*auto, home*)
- Credit card payments
- Loans or other items that affect your income
- Child care
- Child support

**Be advised that request of financial assistance is not guaranteed nor 100% granted.
Only current charges/payments are considered.**