

## Required Documentation

The following information helps determine program eligibility when requesting assistance.

- **Proof of Income from 2 months prior to crisis month, such as:**
  - a. Pay stubs for the most recent 2 full months of work.
  - b. Printed statement of public benefits (SSI, SDI, UIB).
  - c. CalWorks Notice of Action with current cash grant and food stamp amount.
  - d. Bank statements, if self-employed.
  - e. A letter or cash earnings statement from your employer if you are paid cash.
  
- **Proof of Residence, such as:**
  - a. Complete Rental Agreement and last 2 months rental receipts, including landlord address and phone number.
  - b. Electric, gas and telephone bills with receipts from last 2 months, in your name with your current address.
  - c. If living with someone else, a letter clearly stating who you are and how much rent you pay.
  - d. If living in a motel, a receipt identifying you, location of motel, and the amount you pay. Include any payments made by third party.
  
- **Proof of Family/Household Members:**
  - a. Valid state I.D., driver's license or military I.D. for all adults in household.
  - b. Birth certificates, social security cards, shot records, school records or Medi-Cal cards for all children.
  
- **Proof of Need/Financial Crisis, such as:**
  - a. All regular monthly bills (e.g. cell phone, car insurance, car payments, groceries, Netflix/Disney+, etc.).
  - b. Receipts showing unexpected expenses (e.g. medical bills, car repairs, funeral, etc.).
  - c. Crime victims must provide a police report made on the day of the alleged crime.
  - d. Interruptions, delays, or sanctions in public benefits (CalWorks, SSI, UIB, SDI) must be documented including steps you have taken to resolve issues.
  - e. Any other documentation showing your need for services.
  
- **You may be asked to provide additional information to determine your eligibility.**

**Service eligibility is based on income level and financial crisis. Staff is required to follow-up and verify your documentation in order to determine funding requirements.**