**Family Service Association of Redlands Required Documentation**

**When requesting assistance, you must provide the following information in order to determine program eligibility**

* **Proof of Income from 2 months prior to crisis month, such as:**
	1. Pay stubs for the most recent 2 full months of work.
	2. Printed statement of public benefits (SSI, SDI, UIB).
	3. CalWorks Notice of Action with current cash grant and food stamp amount.
	4. Bank statements, if self-employed.
	5. A letter or cash earnings statement from your employer if you are paid cash.
* **Proof of Residence, such as:**
	1. Complete Rental Agreement and last 2 months rental receipts, including landlord address and phone number.
	2. Electric, gas and telephone bills with receipts from last 2 months, in your name with your current address.
	3. If living with someone else, a letter from landlord or roommate clearly stating who you are and how much rent you pay them.
	4. 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:**
	1. Valid state I.D., driver’s license or military I.D. for all adults in household.
	2. Birth certificates, social security cards, shot records, school records or Medi-Cal cards for all children.
* **Proof of Need/Financial Crisis, such as:**
	1. Self-disclosure related to COVID crisis.
	2. All regular monthly bills from past 2 months (e.g. cell phone, car insurance, car payments, groceries, Netflix/Disney+, etc.).
	3. Receipts showing unexpected expenses (e.g. medical bills, car repairs, funeral, etc.).
	4. Crime victims must provide a police report made on the day of the alleged crime.
	5. Interruptions, delays, or sanctions in public benefits (CalWorks, SSI, UIB, SDI) must be documented including steps you have taken to resolve issues.
	6. 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.**