

FAMILY SERVICE ASSOCIATION OF REDLANDS REQUIRED DOCUMENTATION

YOU MUST BRING THIS INFORMATION WHEN REQUESTING ASSISTANCE

1. Proof of Income:

- A. Pay stubs (for 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 note or cash earnings statement from your employer if you work for cash

2. Proof of Residence:

- A. Rental agreement and receipts. Landlord address and phone number information must be included
- B. Mortgage payment book and proof of payment. Lender information must be attached
- C. Recent Edison, gas and telephone bills. Must be in your name with current address identified
- D. If living with someone else, a note clearly stating who you are and how much rent you pay
- E. If living in motel, a receipt identifying you and the amount you pay

3. Proof of Family/Household Members:

- A. Valid State I.D., Drivers License or Military I.D. for yourself and adults in the household
- B. Birth certificates, social security cards, shot records, school records or MediCal cards for all children

4. Other Documentation:

- A. **You may be asked to provide additional information to determine eligibility**

5. Proof of Need/Financial Crisis:

- A. Receipts for unexpected expenses (i.e. medical bills, car repairs, high utility bills, funerals etc.)
- B. Crime victims must have a police report made on the day of the alleged crime
- C. Interruptions, delays or sanctions in public benefits (CalWorks, SSI, UIB, SDI) must be documented - including steps you have taken to resolve
- D. Any other information that documents your need for services

Service eligibility is based on income level and financial crisis. Staff is required to follow-up and verify documentation to meet funding requirements. All clients must update files with current documentation every January.