



## FINANCIAL ASSISTANCE PROGRAM GUIDELINES

### REQUIRED DOCUMENTS – PROOF OF INCOME

1. Proof of employment income
  - a. Paystubs for the past 60 days
  - b. Letter from employer on Company Letter stating the rate of pay and total hours
  - c. Most recent year's tax return or IRS form 4506-T
2. Proof of other income (award letters)
  - a. OWF cash assistance
  - b. Child Support/Alimony
  - c. Unemployment
  - d. Worker's Compensation
  - e. Social Security (Any)
  - f. Disability (Any)
  - g. Rental property income
  - h. Other: retirement, pension, annuities, investments, or savings
3. No income members
  - a. All members of the household over 18 years of age with no income must provide a notarized Zero Income Affidavit
  - b. If there is NO INCOME in the Household, the Head of Household must also provide a notarized statement of support detailing how the household is paying for living, food and shelter expenses.

### REQUIRED DOCUMENTS – PROOF OF IDENTITY, RESIDENCY, AND DEPENDENCY

4. Birth Certificates or court documents for dependent child(ren) under the age of 18
5. Government/School issued photo ID for members over the age of 18
6. Proof of address for all members over the age of 18
  - a. Utility or Telephone Bill
  - b. Bank or credit card statement
  - c. Government/School issued photo ID issued to the address on the application
  - d. Government/School issued mail (personal and bulk mail are not acceptable)

### HOUSEHOLD AND INCOME DEFINED

**"Household Size"** is defined as immediate family members who reside at the same address. You **MUST** include your spouse or domestic partner as part of your household and provide their income. Generally, children 18 years of age or older and other adults who are not a spouse or domestic partner cannot be included as part of your household. Dependent children 18 years of age or older may be included in your household so long as that child is a full time student. Proof of full time school enrollment will be required in addition to proof of dependency and income for that household member.

**"Income"** is defined as ALL earned and unearned income and must be reported for ALL household members. Examples of income include but is not limited to: work earnings, self employment earnings, alimony and child support that is received, all types of Social Security awards, OWF cash assistance, Worker's Compensation awards, retirement/pension, annuities, and rental property income.

HOUSEHOLD SIZE	MAXIMUM ANNUAL INCOME TO QUALIFY FOR SLIDING FEE
1	\$21,780
2	\$29,420
3	\$37,060
4	\$44,700
5	\$52,340
<b>Add \$7,640 for each additional member</b>	

**Please complete the enclosed Financial Assistance Application and provide ALL supporting documents for processing.**

**We cannot determine eligibility without a completed application and all required documents.**