

Client: \_\_\_\_\_ Phone #: \_\_\_\_\_

Initials: \_\_\_\_\_

## FINANCIAL ASSISTANCE RULES & INSTRUCTIONS

The application process is to determine eligibility for temporary emergency financial assistance. **To best serve clients, you are required to have all the documents identified below printed and/or original bills at the time of the interview.**

**Please bring household income & expenses paid 30 days back from the day of your interview for assistance.**

### **INCOME:**

Lump sum settlement in past 5 yrs.  
Checking / Saving (**Print-out from** \_\_\_/\_\_\_ to \_\_\_/\_\_\_)  
Pay Stubs  
VA Compensation / Pension  
Social Security / SS Disability  
Child Support / Alimony  
Retirements / Drill Pay  
ALL School Stipends: VocRehab, Post 911, etc.  
Income Tax Return  
Disability Pay / Workers Compensation  
Rental Property / AMHA Stipend  
Annuity / 401K, etc.  
Government Assistance  
ALL Other Loans / Pay Day Loans  
Unemployment  
Cash App, Venmo, Zelle or any online money transfers  
Other \_\_\_\_\_  
\_\_\_\_\_

### **EXPENSES: Bring all current bills available**

Mortgage Statement (**Require FAX #**)  
Rent / Deposit / AMHA / Section 8  
Electric / Water / Sewer / Trash  
Gas / Heating Fuels  
Vehicle Payments  
Auto, Home, Rental, Life or any Insurances (Bring Policy)  
Medical / Prescriptions, etc.  
Day Care (Adult & Child)  
Internet  
Loan Statements (Personal, Student, Pay Day)  
Rent Appliance / Furniture  
License / Court / Legal Fees  
Tax Statement (IRS, State, City, Property)  
Vehicle Repairs and proof of registration  
Home Repairs w/3 Estimates, if Owner  
Receipts for all Cash Purchases  
Other \_\_\_\_\_  
\_\_\_\_\_

### **File:**

Photo I.D.(s)  
DD214 / Discharge Paper(s)  
Proof of residency in Summit County for 90 days  
Marriage Certificate / Domestic Partner paper(s)  
Birth Certificate(s)/Death Certificate  
Adoption / Custody Paper(s)  
Paternity test for: \_\_\_\_\_  
Current School Record / Report Card(s)

Landlord Statement  
Disability Certificate  
Rental Lease Agreement  
Release form for: \_\_\_\_\_

Are you or any household member related to any employees or commissioners of the SCVSC? Y N

Following the rules and instructions will assist your determination for eligibility with temporary emergency financial assistance. Please make sure ALL documents are brought upon return. This list is not inclusive to all possible financial assistance requirements.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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**Commissioners**  
*Larry Ashbaugh*  
*Bruce Hestley*  
*Ginger MacCutcheon*  
*Robert Panovich*  
*Mike Stith*

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## ACCEPTABLE EXPENDITURES LIST

If you are in need of Financial Assistance for more than this first visit and you receive income from any source prior to your next VSC visit, you must bring proof of that income and how it was used towards your household on each and every visit for assistance thereafter.

If you are not able to account for the income you have had by receipt, and show that it has been used on the below list of acceptable expenditures only, no financial assistance will be granted.

These are the only acceptable items you may spend your income on and remain eligible for financial assistance through this agency.

1. Rent or Mortgage Payments
2. Food (Only if you are not receiving a Food Voucher from SCVSC)
3. All current utility bills (natural gas, electric, water, trash basic phone, internet payments).
4. Medical Expenses (prescriptions, dental, eyeglasses, hearing aids, etc. that you pay for out of pocket)
5. Insurance (car, home, renters, medical, life)
6. Estimates and receipts for unexpected expenses (examples but not inclusive home & car repairs if you are the owner)
7. Car Payments (Allowed with verification of weekly medical appointments or for verification of each working member of the household)
8. Gasoline (only if you are currently working or if you can verify medical appointments or can verify actively seeking employment)
9. Child Care Expenses (by receipt only from licensed child care providers)
10. Child Support or Alimony Payments (only those paid through the courts)
11. Property Taxes
12. Delinquent Taxes (IRS, State of Ohio, City Taxes)
13. Credit Card Payments (will be considered on a case by case situation)

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