

Please read the following statement before applying for services:

1. *Once you submit your application a case manager will review it within two business days of applying.*
2. *After reviewing your application a case manager will either call or email you to inform you of any additional documents that may be needed for verification. You will need to complete a brief telephone interview with your case manager to give verbal consent for the application and to verify the information submitted for program services. After completion of the phone interview and submittal of all documents your file will be processed and your case manager will call & email you with the amount of your benefit.*
3. **Please, do not call within the two business days that are required for review, as this will not expedite your application. If you do not receive any communications from our agency after the two day period, please call our offices at that time.*
4. *If all of your documents are not received within 10 days of the initial contact with your case manager your application may be deleted and a new application process will have to begin.*
5. *Each time you apply for services a new application must be completed and all document provided again. Your case manager does not have access to any of your previously submitted documents. They are stored in compliance with the state of Florida to prevent fraud for your safety.*

REQUIRED DOCUMENTS

Downloads, screenshots, & photos are acceptable methods of providing documents via upload. Your photos must be clear and not combined with other items, ID's & Social Security cards for more than one household member may be all in one photo but all writing must be legible. Case manager must be able to print your documents and read them to be placed in your file.

Utility Assistance

1. Current Utility bill
 - a. If the Account holder is other than the applicant, the following is required:
 - i. Authorization to release Confidential Information form signed by account holder. (see link for forms below)
 - ii. Account Holder Responsibility form signed by account holder, & applicant (see link for forms below)

- iii. Signed DEO Authorization for Release. (*see link for forms below*)
 - iv. Valid ID of the account holder (cannot be over 12 months expired).
2. Photo ID of **ALL** household members over the age of 18 (*cannot be over 12 months expired*).
 3. Social Security cards for **ALL** household members.
 4. Most recent benefit letter stating the amount of SNAP/TANF you have been receiving for the past 30 days
 5. Renters: Current lease or a Shelter verification (*see link for form below*) Home owners: Provide proof of ownership ex. Title, Bill of sale, Deed, Mortgage statement, Property card from property appraiser's website/office
 6. Proof of **ALL** income covering the past 30 days. Or proof of lack of income for every person in household over 18. Examples that may apply are listed below:
 - a. Gross wages for the past 30 days. Examples: Pay check stubs or a letter from employer, on company letterhead with signature, listing gross wages and pay dates.
 - b. Statement of jobs performed for cash for the past 30 days and total earned.
 - c. 2021 SSA/SSI/SSD/SSDI Benefit letter include all pages and proof of disability if applicable
 - d. Proof of Unemployment income for the past 30 days.
 - e. Proof of Child support for the past 30 days or statement that no child support is has been ordered.
 - f. Proof of Alimony for the past 30 days.
 - g. Proof of Retirement for the past 30 days.
 - h. Proof of VA benefits for the past 30 days.
 - i. Statement of no income or employment for past 30 days.
Proof of adoption subsidy for the past 30 days.
 - k. Proof of any financial aid received as a reimbursement during the past 30 days.
 - l. If receiving any monetary contributions from someone outside of the household must provide a letter from the contributor covering the past 30 days that they have contributed to your household, also send valid ID of the contributor or have the letter notarized.

Keep in mind that each household's circumstances are different and may lead to SREC requesting additional information to complete your application.

From this link below you can print out a **Shelter Verification Form** if you do not have a lease agreement and the required **Utility Account Holder Forms** and **DEO Release Form** if your utility account is not in your name.

**Shelter verification form can be used if you do not have or can't obtain a valid lease, using a verbal contract, rent to own, etc.)*

<http://srecinc.org/programs/on-line-program-forms/>

You will be asked to upload your documents after you fill out the online application. Please note if one or some of your documents will not upload (Green dot means "uploaded" Red dot means "failed") a case manager will request them from you via email after review. You do not need to call and inform us of this prior to review.

Online application:

