

**Please read the following statement before applying for services, all documents must be uploaded with your online application:**

1. *Once you submit your application a case manager will review it within five 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 processing your application. **An appointment will be scheduled by your case manager to sign your application and voucher for payment.** CLIENT and adult HOUSEHOLD MEMEBERS signatures are required to receive assistance.*
3. *\*Please, do not call within the two business days that are required for review, as this will not expedite your application. If all of your documents are not received within 10 days of the initial contact with your case manager your application may be disregarded and a new application process will have to begin.*
4. *Each time you apply for services all documents must be 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.*
5. *If you do not receive any communications from our agency after the five day period, please call our offices at that time*

**REQUIRED DOCUMENTS PER ASSISTANCE PROGRAM BELOW**

Downloads, screenshots, & photos are acceptable methods of providing documents via upload or email. 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. Photos of partial documents are not acceptable. Please capture the entire document in one photo. Case managers must be able to print your documents and read them to be placed in your file. EFFECTIVE 7/29/2022 DOCUMENTS ARE REQUIRED TO BE UPLOADED WITH YOUR ONLINE APPLICATION.

Utility  
Assistance

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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; if no benefits are received please enclose your statement. *(Ex: I have not received SNAP/TANF benefits in the past 30 days Jane Smith 1/1/2022.)*
5. **Renters:** Current lease or a Shelter verification *(see link for form below)* **HUD and Income based housing must provide the utility allowance found in your lease or tenant calculation sheet** **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/self-employment for the past 30 days and total earned.
  - c. 2022 SSA/SSI/SSD/SSDI Benefit letter include all pages and proof of disability if applicable *(A statement of no earned income is still required)*
  - 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. *You may provide your **depository case number** to the case manager as proof of support.*
  - 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 earned income or employment for past 30 days with explanation of how the household needs are being met with no income the past 30 days. Include last date worked and how much you were paid.

Stimulus checks/Tax returns may be included but do not count as your income.

- j. 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 detailing the amount provide in the past 30 days that they have contributed to your household, also send valid ID of the contributor or have the letter notarized. Please include how much assistance you have receive in the past 30 days (handwritten signed statement).

### Rental/Mortgage Assistance

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1. **In addition to ALL documents required for utility assistance above.**
    - a. Landlord documentation (*Provided by Case Manager*)
      - i. Past due Rental Verification form signed by the landlord/mortgage holder.
      - ii. W9 filled out and signed by the landlord/mortgage holder
      - iii. Shelter verification form, mortgage statement, or current lease
  2. **Documentation of Emergency (*provided by case manager*)**

### FSSP (Self Sufficiency Assistance)

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1. **In addition to ALL documents required for utility assistance above.**
  2. Proof of School registration (*acceptance letter*)
  3. Proof of Financial Aid Approval or denial letter
  4. Current class Schedule
  5. Transcripts if previously enrolled in school
  6. Directions from home to school

*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.)*

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:**

**BE SURE TO HAVE ALL DOCUMENTS READY FOR UPLOAD BEFORE PROCEEDING.**

**YOUR ONLINE APPLICATION CANNOT BE SUBMITTED SUCCESSFULLY WITHOUT YOUR DOCUMENTS.**

***CLICK ON THE LINK BELOW TO BEGIN ONLINE APPLICATION PROCESS:***

