

**An online application must be submitted for EACH service requested.**

**Please read the following statement as required documentation has been updated.**

**These are required documents for the submission and review of your application. There may be further documentation needed if so, a Case Manager will contact you via email for needed documents.**

1. Picture Identification for everyone eighteen (18) years of age and older living in the household. Must show Florida residency and identification cannot be expired over one (1) year.
2. Social Security cards for everyone living in the household.
3. Birth Certificate for all children ages five (5) and under in the household. **(EFFECTIVE: 5/10/2023)**
4. Proof of income for everyone eighteen (18) years or older living in the household.
  - A. Current wages paycheck stub or statement; Weekly (4), Bi-Weekly (2), Monthly (1).
  - B. Current Social Security/Veteran benefit letter (SSI, SSDI, SSA, VA) with proof of Disability if applicable.
  - C. Last 30 days child support. If there is no child support, please write a statement that there has been no child support in the last 30 days, signed.
  - D. Retirement
  - E. Self-Employment Statement
  - F. TANF/Cash Assistance
  - G. If there is no income for someone over 18, please write a statement that there has been no income in the last 30 days, signed.
5. Current Food Stamp verification letter with awarded dollar amount.
6. Homeowners - Proof of Home ownership (Ex; Title, Bill of Sale, Deed, Mortgage statement, Property card printed from your County Property Appraiser website.)
7. Renters – Current Lease or Shelter Verification Form. HUD and Income based housing must provide the Tenant Calculation form 50059.

**Please read the following statement before applying for services:**

1. 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.
  
2. Once you submit your application a Case Manager will review it within 15 business days of applying. \* Please, do not call within the time frame required for review, as this will not expedite your application.
  
3. 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.
  
4. If all requested documents are not received within 10 days of the initial contact with your Case Manager, your application may be **disregarded**, and a new application must be submitted. Applications over 30 days old will not be processed, and a new online application will be required to be submitted for processing.

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.

**IMPORTANT TIPS:** Once you have uploaded documents you should see a **green dot** which means the documents successfully uploaded. If you receive a **red dot** this means the documents failed to upload. Once all documents have been uploaded and the application is signed and submitted FASTTRACK will give you an Online confirmation number if the application was submitted successfully. Please see the example below.

**FASTRACK**  
ONLINE APPLICATION FOR ASSISTANCE

Good Job! Your Application has been submitted successfully.

You may now close the browser window to exit.  
**\*\*Your Online ID Number will show here\*\***

