



**CURRENT DOCUMENTS REQUIRED FOR
EMERGENCY ASSISTANCE**

THE FOLLOWING DOCUMENTS MUST BE PRESENTED TO THE RECEPTIONIST
BEFORE AN INTERVIEW WITH A CASE WORKER.

(ADDITIONAL DOCUMENTATION MAY BE REQUESTED DURING INTERVIEW)
An Interview with a Case Worker is required before final determination is made.

SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD MEMBERS
(Cards are to be presented to the Case worker at time of interview.)

PICTURE ID PREFERABLY A FLORIDA DRIVER'S LICENSE

**PROOF OF VOLUSIA COUNTY
RESIDENCY (60 DAYS)** CURRENT SIGNED LEASE/RENTAL AGREEMENT; MORTGAGE
STATEMENT; OR REAL ESTATE TAX STATEMENT
(NO SUBLETS/SUBLEASES)

INCOME DOCUMENTATION: FOR THE PAST THREE MONTHS FOR ALL HOUSEHOLD MEMBERS

- SOCIAL SECURITY- CURRENT AWARD LETTER
- TANF
- CHILD SUPPORT
- PENSION; 401K; IRA
- UNEMPLOYMENT OR PROOF APPLIED FOR UNEMPLOYMENT
- WORKER'S COMPENSATION
- ANY INCOME WAGES: (MUST INCLUDE CURRENT PAY STUB)
MONTHLY – 3 PAST PAY STUBS
BI-WEEKLY – 6 PAST PAY STUBS
WEEKLY – 12 PAST PAY STUBS

SELF- EMPLOYMENT

- CURRENT QUARTERLY TAX STATEMENT OR PRIOR YEAR
- YOUR OWN SELF-EMPLOYMENT RECORDS AND RECEIPTS.
- IF PAID IN CASH, WORK CALENDAR WITH SIGNATURE OF PERSON
FOR WHOM YOU WORKED.

**INCOME SUPPORTED BY OTHERS (FAMILY OR FRIENDS) WILL REQUIRE NOTARIZED STATEMENT
LISTING THE DATE AND AMOUNT OF SUPPORT AND USAGE.**

DOCUMENTATION OF CRISIS: (WITHIN LAST 90 DAYS)

- **MUST INCLUDE CURRENT CRISIS RECEIPTS FOR UNEXPECTED OR
EXTRA MONTHLY EXPENSES**
- **DOCUMENTATION OF LOSS OF INCOME**

SERVICES:

- | | <u>ADDITIONAL DOCUMENTATION:</u> |
|----------------------------------|---|
| ➤ RENTAL | THREE DAY EVICTION NOTICE |
| ➤ MORTGAGE ASSISTANCE | CURRENT LATE NOTICE |
| ➤ RENTAL DEPOSIT | UNSIGNED RENTAL AGREEMENT |
| ➤ UTILITY ASSISTANCE | CURRENT PAST DUE BILL, CUT- OFF
NOTICE OR FINAL NOTICE, UTILITY
ALLOWANCE OR SUBSIDY IF
RECIPIENT OF FEDERAL ASSISTED
HOUSING |
| ➤ UTILITY DEPOSIT | YOU MUST CALL UTILITY COMPANY
FOR A NEW ACCOUNT NUMBER PRIOR
TO INTERVIEW WITH A SOCIAL WORKER |
| ➤ PRESCRIPTION ASSISTANCE | CURRENT PHYSICIAN'S PRESCRIPTION |