

## Giving Fund Documentation Requirements

The Giving Fund committee may require further documentation depending on the situation. All emergency events must be unforeseen and must have occurred within the past 4-months. Applications must have a letter of explanation with them stating why this is a financial hardship. Progressive situations are not eligible.

Qualifying Event	Documentation Required
Illness or Injury	<ul style="list-style-type: none"> <li>• Past due rent/mortgage statement</li> <li>• Past due basic utilities</li> <li>• Doctor's note stating the dates missed from work</li> <li>• 3-copies of regular paystubs (prior to leave)</li> <li>• Copies of itemized medical bill statements (after insurance has paid or self-pay discount has been applied)</li> </ul>
Death	<ul style="list-style-type: none"> <li>• Itemized funeral invoice (if death of spouse, child or legal guardian they are responsible for)</li> <li>• 3-copies of regular paystubs</li> <li>• Travel receipts to attend the funeral/make arrangements</li> <li>• Copy of the death certificate or obituary</li> </ul>
Natural Disaster (hurricane, tornado, flood, ice/wind/snow storm affecting the TM's primary residence)	<ul style="list-style-type: none"> <li>• Statement from insurance company regarding deductible information, damage and what is covered.</li> <li>• Statement from community organization assisting TM (i.e. American Red Cross, fire/police department, shelter, etc.)</li> <li>• If repairs are needed, must provide itemized invoice from contractor</li> <li>• Letter of intent to rent that states move-in fees (if needing to move)</li> <li>• Copies of any emergency housing receipts from hotels (if needed)</li> <li>• List of necessary items lost due to the disaster</li> </ul>
Unemployment (loss of a spouse's job or TM's second job due to a lay-off or company closure within the past 4-months)	<ul style="list-style-type: none"> <li>• Copy of the termination letter with date and reason of termination</li> <li>• 3-copies of their last paystubs from that company</li> <li>• Copy of your past due rent/mortgage statement</li> <li>• Copy of your past due basic utilities</li> </ul>

<p>Uninhabitable or Condemned Housing (residence is condemned or deemed uninhabitable due to unsafe living conditions, rodent/insect infestation)</p>	<ul style="list-style-type: none"> <li>• Inspection report or other supporting documentation showing how the home is uninhabitable</li> <li>• Statement from the landlord (if renting)</li> <li>• Letter of intent to rent that states move-in fees</li> </ul>
<p>Unforeseen Sale or Foreclosure of a <u>Leased</u> Property (for associates who RENT from a private landlord ONLY)</p>	<ul style="list-style-type: none"> <li>• Submit proof of sale or foreclosure</li> <li>• Copy of their current lease</li> <li>• Letter of intent to rent that states the move-in fees</li> </ul>
<p>Foreclosure of an <u>Owned</u> property or Eviction</p>	<ul style="list-style-type: none"> <li>• An eligible emergency must have occurred, within the past 4-months, which led the TM to fall behind to be eligible for assistance.</li> <li>• Supporting documentation of that emergency event must be provided.</li> <li>• Foreclosure or eviction notice</li> </ul>
<p>Car Repairs (unforeseen, does not include regular maintenance items such as oil change/brakes/or tires)</p>	<ul style="list-style-type: none"> <li>• Itemized repair estimate</li> </ul>
<p>Car Replacement (IF the car is not worth the repairs or totaled in an accident)</p>	<ul style="list-style-type: none"> <li>• Itemized repair estimate showing car is not worth the repairs</li> <li>• Purchase agreement for a replacement car you would like to purchase</li> <li>• Statement from insurance company (if car accident)</li> <li>• Police Report (if car accident)</li> </ul>
<p>Domestic Abuse</p>	<ul style="list-style-type: none"> <li>• Police report/restraining order/or doctor's note documenting the abuse</li> <li>• Letter of intent to rent that states the move-in fees</li> </ul>