

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

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