



# Community Development Department COVID-19 PANDEMIC FINANCIAL ASSISTANCE PROGRAM Document Checklist

City of Charleston households are not eligible.

## MORTGAGE & UTILITIES

Each of the following documents **ARE REQUIRED** before your application can be reviewed to receive financial assistance.

	<p><b>Completed</b> application for assistance</p>															
	<p><b>Completed and signed</b> (ShelterNet) Release of Information form for the household that includes birthdate &amp; last 4 digits of Social Security #</p>															
	<p><b>Completed and signed</b> Self-Declaration of Income form to include:  <b>ALL Gross Income</b> your household received from <b>April 1, 2020</b> to current date  <i>(employed &amp; unemployed)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">*Wages, Salary &amp; Commission</td> <td style="width: 33%;">*Foster Care Payments</td> <td style="width: 33%;">*Social Security/SSDI</td> </tr> <tr> <td>*Alimony</td> <td>*Disability Compensation</td> <td>*Unemployment</td> </tr> <tr> <td>*Armed Forces Service</td> <td>*Other</td> <td>*Veteran’s Benefits</td> </tr> <tr> <td>*Child Support</td> <td>*Pensions &amp; Annuities</td> <td>*Worker’s Compensation</td> </tr> <tr> <td></td> <td>*Public Assistance</td> <td></td> </tr> </table>	*Wages, Salary & Commission	*Foster Care Payments	*Social Security/SSDI	*Alimony	*Disability Compensation	*Unemployment	*Armed Forces Service	*Other	*Veteran’s Benefits	*Child Support	*Pensions & Annuities	*Worker’s Compensation		*Public Assistance	
*Wages, Salary & Commission	*Foster Care Payments	*Social Security/SSDI														
*Alimony	*Disability Compensation	*Unemployment														
*Armed Forces Service	*Other	*Veteran’s Benefits														
*Child Support	*Pensions & Annuities	*Worker’s Compensation														
	*Public Assistance															
	<p>Provide proof of <b>ALL Gross Income</b> listed on the Self-Declaration Form</p> <ul style="list-style-type: none"> <li>Paystubs from April 1, 2020 to the present date from employers for each working member of the household</li> <li>Current Social Security and/or Social Security Disability Letter <i>(if applicable)</i></li> <li>Unemployment portal screenshot from the SC Dept. of Employment workforce showing name, view of all payments and effective dates, how much unemployment you have received due to COVID-19</li> <li>1099</li> </ul>															
	<p>Proof of financial hardship associated with the COVID-19 pandemic. <i>(Example: termination or reduction in hours letter from employer due to the pandemic, unemployment, limited resources, increased expenses, etc.)</i></p>															
	<ul style="list-style-type: none"> <li>Copy of most recent mortgage statement</li> <li>Signed letter (including mortgage account number and property address) stating that you give Community Development permission to speak to your Lender about your account</li> </ul>															
	<p>Photo ID for all adult members <i>(Example: Driver’s License, Government ID, Current Passport, etc.)</i></p>															
	<p>Copies of unpaid utility bills <i>(electric, gas, water &amp; sewer)</i></p> <div style="text-align: right;"> </div>															