



FINANCIAL ASSISTANCE REQUEST PROCEDURES

Effective January 1, 2021

Complete these forms and **print legibly**:

- Application
- Income/Expense Page
- Additional Household Members pages for all other members of the household (2 per page)
- Release Form
- ** Be sure your email address is clearly written on the application and in the email. **

Email the completed documents to Beverly@societyofsamaritans.org with the following documents:

- 1) Copy of valid US government-issued photo identification for applicant and valid government-issued photo identification for all other adults in the household;
- 2) Copy of the Social Security card for the applicant (or first page of an Income Tax Return with the individual's number);
- 3) Copies of Social Security Retirement, Disability or Survivor benefit letters for the current year (not year-end statement) for any household member receiving benefits;
- 4) Copy of Medicaid, SNAP, WIC, TANF, Head Start, SSL, LIHEAP, CEAP, or Veteran's benefit statement;

OR (if applicant is under 62 years of age):

- Proof of income (one of the following) for all adults 18 years or older:
 - a. Student ID;
 - b. 8 weeks of paystubs (for periods within the past 90 days of application);
 - c. Unemployment statement or proof of registration with Texas Workforce Commission if not working;
 - d. Foster child or adoption assistance payments or regular gifts;
 - e. Child support document;
 - f. Self-employment (business) income.
 - Bank statements for 6 months before the date of application.
- 5) Copy of the bill you're requesting assistance with (rent or current utility bill – electric, gas, or water – not internet or phone). Rent must be due; utility bill must be due within 7 days.
 - 6) If you're requesting assistance with rent, we need a W9 form completed by the landlord and a statement from the landlord with your name and address, the balance due and the landlord's name, address and telephone number.

All requests are being reviewed and administered by email until further notice. We will contact you within 48 hours to respond to your request. In some cases, additional information and documentation may be required, including but not limited to bank statements, investment or retirement accounts, and real estate other than primary residence.

These procedures and documents are required by Montgomery County and cannot be waived or modified by the Society of Samaritans.

If you do not have access to email, contact our office at **281-259-8452**.