



FINANCIAL ASSISTANCE REQUEST PROCEDURES

Effective February 22, 2023

Complete these forms and **print legibly**:

- Application*
 - Income/Expense Page*
 - Additional Household Members form* for all other members of the household (2 people per page)
 - Release Form* (please be sure to complete top and bottom of form); your name must be typed or signed on the “Signature” lines. Each individual in the household over 18 years of age must sign the form.
 - Household Income Form*
- ** Be sure your email address is clearly written on the application and in the email. ****

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

- 1) Copy of valid US government-issued photo identification for applicant and all other adults in the household;
- 2) Copy of the Social Security card for the applicant (or letter from SS, W2 form 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, SSI, LIHEAP, CEAP, or Veteran's benefit statement;
- 5) Proof of income (one of the following) for all adults 18 years or older:
 - a. Current student ID or schedule showing current enrollment;
 - 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 and Certificate of Zero Income form* if not working;
 - d. Foster child or adoption assistance payments or regular gifts;
 - e. Child support document;
 - f. Self-employment (business) income; and
 - g. Bank statements for 2 months before the date of application.
- 6) Copy of the bill you’re requesting assistance with (rent or current utility bill – electric, gas, water or sewer – not internet or phone).
- 7) If you’re requesting assistance with rent, we need a W9 form completed by the landlord,* a copy of the lease 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. 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, you will need to come into our office to complete the documentation requirements.

*These forms are available on the Society of Samaritans website.