

CCDA Emergency Assistance Program

Revised Eligibility Policies and Required Documents

During COVID-19

To be eligible:

1. Seeking *late* rent or *past due* utility (gas, water, or electric only) assistance and must meet all eligibility requirements.
2. Must have all required documents.
3. During COVID-19: Must be able to communicate via email and a phone for the potential appointment with Case Manager.

Eligibility Requirements

- A late notice for a utility bill will be accepted instead of a termination notice if the bill shows a past due amount.
- A rental ledger showing the amount of late rent due (must be for the current month) will be accepted instead of a late or eviction notice.
- Must have proof of income: during COVID-19: they may show three previous paystubs: The last paystub they were paid and two after showing reduced or loss of income *OR* letter from the employer on their letterhead typed *OR* proof of recent application to Unemployment. During non-COVID-19 situations: proof of current income including, but not limited to, pay-stubs, Unemployment benefits, Disability, SSI (social security, etc.).
- Must have a lease in their name and not be renting a basement/room or renting from a family member.
- For those showing impact by COVID-19: assistance “once in a year/twice in 10 years” policy is not in effect (if the individual's income was affected directly by COVID-19. *We will assist at least once in FY21 and with Director approval may help an additional time.

Required Documents

- **Photo ID** (not expired) of each leaseholder.
- A signed lease to include terms of lease (i.e. general info listed like leaseholder name/address, landlord name, monthly rent amount, etc.).
- For rent: during COVID-19: a **rental ledger** which is provided by the property manager or an online account showing payments made AND the current balance. *If the current balance listed is not at the required amount to be eligible, they must show

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pledge letters from other organizations and/or churches or money orders to make the difference. During all other times: a ***late or eviction notice***.

- For utility: during COVID-19: a ***past due utility bill***. During all other times: a ***disconnect notice***.

- Proof of income: during COVID-19: they may show three previous paystubs: The last paystub they were paid and two after showing reduced or loss of income *OR* letter from the employer on their letterhead typed *OR* proof of recent application to Unemployment. During non-COVID-19 situations: proof of current income including, but not limited to, pay-stubs, Unemployment benefits, Disability, SSI (social security, etc.).

- For rent: a completed **W-9 IRS tax form** from the landlord/property manager signed within the last year with a contact phone number.