



## COVID-19 Emergency Fund and Helpline

### Emergency financial aid to individuals and families that reside in Loudoun County and have been affected by COVID-19

Catholic Charities of the Diocese of Arlington and Loudoun Cares are offering financial support to individuals impacted by COVID-19 that led to a loss of wages or the loss of employment. Individuals who live in **Loudoun County** and need **financial rental assistance** may contact the COVID-19 Emergency Fund and Helpline at 703-669-5040 to leave a message.

#### Eligibility for COVID-19 Fund:

1. **Residents of Loudoun County** who experienced a loss of income during the recent coronavirus pandemic.
2. Funding will be distributed on a first-come, first-served basis.
3. Prior to calling the COVID-19 Helpline, individuals should contact their landlord to determine other payment options. **Funding is limited and may not cover the full amount due.**

#### Requirements:

1. Call the COVID-19 Helpline at 703-669-5040 to leave a message. The Coordinator will return calls in the order the messages were received. All intake activities will be conducted over the phone to minimize physical contact.
2. Funds are to be used for overdue rent and cannot be used to pay off borrowed monies used to pay a prior month's rent.
3. Funds will be paid only to the vendor (e.g., landlord) and will not be paid to the individual requesting assistance.
4. Funds in the form of a check will be mailed to the vendor using the United States Postal Service (USPS).
5. The following documentation will be required before any funds will be committed:
  - a. Completed intake questionnaire and verbal agreement (done over the phone with the COVID-19 Helpline Coordinator)
  - b. Identification: current government-issued photo ID.
  - c. Documentation of financial loss:
    1. Copy of employer letter announcing layoff and/or reduced hours, or

2. Copies of past three pay stubs/direct deposits demonstrating a loss of pay.
- d. Proof of financial duress:
  1. Rent
    - a. Late payment notice, notice of eviction or rental ledger showing past due rent, from the landlord.
    - b. Copy of the signed lease in applicant's name.
    - c. Completed W-9 from the landlord signed within the last year.
6. Once all documents have been received, the COVID-19 Helpline Coordinator advises the individual that they will seek funding, let them know when it has been approved, and for what amount.