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**UTILITY FINANCIAL ASSISTANCE DOCUMENT CHECK LIST**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_

FAMILY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CASE COORDINATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| DOCUMENTS | YES | NO | NOTES |
| INTAKE FORM (INCLUDES DESCRIPTION OF CRISIS) |  |  |  |
| VOUCHER |  |  |  |
| UTILITY DISCONNECT NOTICE |  |  |  |
|  PROOF OF INCOME |  |  |  |
| PROOF OF WRITTEN PLEDGE PAY DOWN(S) |  |  |  |
| LEASE WITH CURRENT DATE OR MORTGAGE STATEMENT  |  |  |  |
| EMERGENCY ASSISTANCE GUIDELINES |  |  |  |
| CONSENT TO EXCHANGE INFORMATION |  |  |  |
| LETTER OF CONSENT & ACKNOWLEDGEMENT FOR OTHER PERSON UNABLE TO ATTEND INTERVIEW WITH COPY OF THEIR PHOTO ID |  |  |  |
| LETTER OF ACKNOWLEDGEMENT FOR OTHER PERSON ON LEASE WHO CANNOT BE FOUND |  |  |  |
| CLIENT RIGHTS & RESPONSIBILITIES |  |  |  |
| APPROVAL LETTER/PENDING LETTER |  |  |  |
| GIFT CARD RECEIPT |  |  |  |
| PHOTO I.D. |  |  |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I reviewed and approved the documentschecked above, as

**(Case Coordinator Signature)** acceptable proof for financial assistance consideration.