



COMMUNITY ADVOCATES  
Where Meeting Basic Needs Inspires Hope

## Acceptable Documents to Show Proof of Financial Hardship

You will be asked to show proof of the financial hardship you have experienced due directly or indirectly to the Covid-19 pandemic. The following chart tells you what forms of documents we accept for proof, depending on what type of hardship you've experienced.

<b>Income Loss/Reduction</b>	<b>Acceptable Documentation</b>
Lost Employment	<ul style="list-style-type: none"><li>• Unemployment Compensation Statement (Note: this satisfies the proof of income requirement as well.)</li><li>• Termination/Furlough letter from Employer</li><li>• Pay stub from previous employer with indication that the place of employment has closed</li></ul>
Hours Reduced	<ul style="list-style-type: none"><li>• Wage statements showing a reduction in hours and pay</li><li>• Letter from the Employer</li></ul>
Applicant or other adult in household not working in order to supervise virtual learning	<ul style="list-style-type: none"><li>• Verification of children's school enrollment</li></ul>
Household expenses incurred	<ul style="list-style-type: none"><li>• Receipts from relocation expenses and rental fees, reasonably incurred late fees, internet service, medical bills</li></ul>