



## *Food, Clothing or Household Goods Guidelines and Required Documentation*

In order to receive assistance with food, clothing or household goods, you will need to bring the following documentation with you on your visit. Please note that **original** documents are required. Copies are not permitted. **This documentation is required each time you visit:**

1. Original driver's Licenses and/or picture ID's. for all adult household members
2. Original Social Security Cards for all household members
3. Seminole County proof of residency (bring a document that was **mailed** to you at your residence within the last 30 days)
4. Proof of income (earned and unearned) including food stamps

Food assistance is available up to 5 times per year with requests at least 30 days apart. Clothing assistance is available three times per year, once every 4 months.

*(Please scroll down to page 2 for financial assistance guidelines)*

## *Financial Assistance Guidelines and Required Documentation*

You may apply for financial assistance on Monday, Tuesday, or Thursday only. We can only see a limited number of people for financial assistance each day. Therefore we select clients by using a drawing system (not based on first-come first-serve). You must arrive by 9:00 am to enter the drawing. Eligibility cannot be determined until you visit with a Service Coordinator.

We look for a recent unexpected event or crisis that has put you behind this month. You must be able to prove through **paper documentation** that you will have enough income to cover your bills the next month. Your application will be disqualified if there is a regular pattern of financial requests from our agency or other organizations, or if you have received financial help from us or any other organization in the last 12 months.

**If you think your situation may qualify, you will need to bring the following documentation:**

1. Original driver's Licenses and/or picture ID's. for all adult household members
2. Original Social Security Cards for all household members or your most recent tax return or immunization records from the Health Department
3. Seminole County proof of residency (bring a document that was **mailed** to you at your residence within the last 30 days)
4. Proof of income (earned and unearned) including food stamps
5. Birth certificates for all children in the household and proof of custodial guardianship, if applicable.
6. Proof of all household income (earned and unearned) including food stamps for the last 60 days
7. Proof of hardship (Documents of unemployment, loss of benefits, missed hours at work, illness, etc.)
8. Current rental lease or mortgage statement
9. Most recent month's utility bills (electric, water, natural gas)
10. All other monthly bills (car insurance, cell phone, cable/internet, car payment, etc.)
11. Bank Statements, checkbook registers and spending activity for all adults in household for last 60 days (ex: Unemployment Eppicard Account, SSI Direct Express Account, etc.)

### **CLIENTS ARE INELIGIBLE FOR FINANCIAL ASSISTANCE IF:**

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- They have received financial assistance in the last 12 months from us or any other organization (ex: LIHEAP, Seminole County Community Assistance, Salvation Army, etc.)
- They live in HUD or Section 8 housing (this counts as receiving financial assistance)
- Their income is not sufficient to cover all their expenses for next month
- They are applying annually or chronically seeking financial assistance from local agencies.
- Their financial situation is due to an expected event (ex: job with the school system and having the summer off work, fired due to own actions, maternity leave, poor budgeting choices)
- They owe multiple months of rent and the property is already in eviction.