

Required Documentation

- Letter summarizing the situation and the financial hardship created by it
- The amount of the need
- The amount being requested
- What the market center has done to provide financial and other assistance to the applicant
- The market center's plans for continued assistance, if needed
- Two most recent signed federal income tax returns in their entirety with 1099s and/or W-2s attached
- Copies of most recent statement(s)/bill(s) for assets and liabilities
- Copies of most recent statement(s)/bill(s) for income and monthly expenses
- Copies of bills for medical (or other) and/or living expenses which have been incurred as a result of the situation
- Signed physician's statement (if this a medical situation)
- If the applicant has health insurance, please submit a summary of all claims from the insurance provider indicating the patient's responsibility for the charges, if applicable
- If the applicant has homeowner's flood or wind insurance, please submit limits of coverage, if applicable