Emergency Financial Assistance Checklist  
<operationhometownheroes.org>  
[contact@operationhometownheroes.org](mailto:contact@operationhometownheroes.org)

*A one-time award of up to $250 is available to assist with an acceptable funding request.*

Examples of acceptable assistance requests:

|  |  |
| --- | --- |
| * Rent/Mortgage | * Food Assistance |
| * Security Deposits | * Gas Expenses |
| * Utility Bills | * Medical Expenses/Medical Supplies not covered by insurance. |

*Please note that our organization* ***will not make credit card payments, loan payments, or cover ongoing monthly bills on behalf of any applicant.*** *Assistance is awarded as a* ***one-time payment made directly to a vendor, landlord, or utility company, or in the form of gas or grocery gift cards.*** *Assistance is limited to specific, short-term needs as determined appropriately by our board.*

Below you will find the items required to process your request for emergency financial assistance. Please ensure to provide all documentation necessary to avoid any delays in processing your request. Once this information is received, the board will review and determine appropriate assistance.

|  |  |
| --- | --- |
| □ Completed and Signed Application | □ Landlord Form/ Mortgage Holder’s Agreement |
| □ State ID or Driver’s License | □ Copy of Lease Agreement |
| □ DD 214 | □ Proof of VA and/or Social Security Disability Award Letter |
| □ Bank Statement for the past 90 days (for all adults in residence) | □ All current household utility bills |

For Applicants with dependents, below are the additional documents needed:

|  |
| --- |
| □ Proof of Marriage/ Civil Union |
| □ Spouse’s last three paystubs and/or Social Security Award Letter |
| □ Dependent Children Birth Certificates (living in the home) |

Applicant Information:

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | First Name | Middle Initial | Date of Birth |
| Street Address | | | |
| Apt/Unit # | City | State | Zip Code |
| Phone | E-mail Address | | Are you a US Citizen? |
| Are you homeless or displaced from housing? If yes, please explain: | | | |

Military Service Verification:

(Attach DD214 or valid military identification)

|  |  |  |  |
| --- | --- | --- | --- |
| Branch of Service | Service Dates (from-to) | Rank at Discharge | Type of Discharge |
| Are you currently receiving VA Benefits? (If yes, attach benefit letter) | | | |

Household & Financial Information:

|  |
| --- |
| Monthly household income (after expenses) (including all working adults in home) |

Special Funding Request:

|  |  |  |
| --- | --- | --- |
| Is this an emergency need? | Purpose of requested funding | Amount Requested |

If requesting payment to a vendor/landlord/utility company, please provide:

|  |  |  |
| --- | --- | --- |
| Vendor/Landlord/Utility Company | Address | |
| EIN (if applicable) | Invoice/Account # | Due Date |
| Payment Amount | Contact Person Name | Contact Person Number |

If requesting gas or grocery assistance:

|  |  |  |
| --- | --- | --- |
| Gas or Grocery | Preferred Vendor | Amount Requested |

Justification Statement:

In 500 words or less, please describe why this assistance is needed. Include any relevant background, efforts you’ve made to seek assistance elsewhere, and how this support will improve your situation.

Additional Information:

* Have you sought assistance from another agency or VAC? ☐ Yes ☐ No
* Have you sought assistance from family/friends? ☐ Yes ☐ No
* How did you learn about Operation Hometown Heroes?

Disclaimer & Signature

I certify that all information provided is true and accurate to the best of my knowledge. I authorize Operation Hometown Heroes to verify the information provided. I understand that knowingly providing false or misleading information may result in denial of assistance and/or the requirement to return awarded funds.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission Checklist**

**Required Documents (for all applicants):**  
☐ Completed & Signed Application  
☐ State ID or Driver’s License  
☐ DD214 (or valid Military ID)  
☐ Bank Statements for the past 90 days (for all adults in residence)  
☐ Landlord Form / Mortgage Holder’s Agreement (if housing request)  
☐ Copy of Lease Agreement (if housing request)  
☐ Proof of VA and/or Social Security Disability Award Letter (if applicable)  
☐ All Current Household Utility Bills   
☐ Invoice/Vendor Documentation (if applicable)

**Additional Documents (for applicants with dependents):**  
☐ Proof of Marriage / Civil Union  
☐ Spouse’s last three paystubs and/or Social Security Award Letter  
☐ Dependent Children Birth Certificates (for children living in the home)