

## ALICE Financial Assistance

### Required Documents

The following lists are provided as a basis for documents you should prepare and submit to Rappahannock United Way (RUW), to be considered for ALICE financial assistance.

RUW staff reserves the right to request additional documents, at any time during the process, to support your application.

**Official Photo ID for all Adults in Household** (select one per adult):

- Passport
- Driver's License

**Proof of Residency** (select one per household):

- Rental Lease Agreement – current year
- Mortgage Statement – current month
- Utility Bill – current month

**Proof of Household Income** (as applicable):

- Paystubs for all Adults - 2 most recent months
- Self-Employed Pay Statements / Bank Statements \*\*
- Child Support Statements – current
- Spousal Support Statements – current
- Retirement / Pension Statements – current
- Benefit Statements – current
- New Employment Offer Letter – current

**Proof of Financial Hardship** (as applicable):

- Most recent Paystub (before employment ended)
- Paystubs – 3 most recent months showing reduced hours
- Employment Benefits Statement
- Loss of Income Form – completed

**Proof of Life Event** (as applicable):

- Proof of Employment Termination – dated email / letter
- Death Certificate
- Divorce Papers
- Doctor's Note – within 60 days
- Medical Bill / Statement – within 60 days

**If You Are Requesting Rent Assistance:**

- IRS Form W9 – completed by landlord/property management
- Rental Ledger – within 14 days
- Rental Lease – current year
- Landlord Affidavit Form – within 14 days

**If You Are Requesting Security Deposit Assistance:**

- IRS Form W9 – completed by landlord/property management
- Rental Lease Agreement or Welcome Letter – current month  
(including address, move in date, amount of deposit and first month's rent)

**If You Are Requesting Mortgage Assistance:**

- Mortgage Statement – current month

**If You Are Requesting Car Repair Assistance:**

- IRS Form W9 – must be completed by car repair company
- Car Repair Estimate and Bill

**If You Are Requesting Car Loan Payment Assistance:**

- IRS Form W9 – must be completed by car loan lender
- Car Loan Statement / Bill – current month

**If You Are Requesting Child Care Assistance:**

- IRS Form W9 – must be completed by child care provider
- Child Care Statement / Bill – current month

**\*\* NOTE** – individuals who are primarily self-employed may be required to provide additional documents to demonstrate gross income eligibility