



Request for Assistance Guidelines:

- 1) The attached Request Form **MUST** be completed in full for evaluation, no exceptions!
- 2) Applicant **will not** apply for assistance at any other agency (for the same requests) or applicant will be deleted from all agencies and their lists.
- 3) Applicant **WILL** be cross-referenced to all other providing agency lists to prevent receiving assistance for the same requests from more than one agency.
- 4) Applicant must be willing to volunteer a minimum of (2) hours to any agency providing assistance, including Cops for Kids, Inc.
- 5) Parent (current) identification is required at time of request. Preferred identification is a California Driver's License or California I.D. Card. Other identification such as Rental Agreement, electric bill, and/or gas bill may be accepted. A Proof of Address is not a Post Office Box.
- 6) If applicant has received previous Cops for Kids assistance, applicant will be expected to explain why continued assistance is being requested. Each applicant request will be evaluated on individual needs and circumstances.

Additional Information:

PROOF OF INCOME: ALL income must be listed and included on Request Form, as well as all expenditures (**PROOF OF DEBTS**). A copy of your checks stubs or W-2, etc., must be submitted. **INCOME WILL BE VERIFIED!** Assistance is evaluated on NET INCOME. **Failure to provide ALL** requested information **WILL** result in denial of assistance from the Cops for Kids Program.

Requests for assistance of rent, utilities, medical bills, vehicle repairs, etc.: **YOU MUST PROVIDE COPIES OF ACTUAL BILLS FOR VERIFICATION.** A copy of your **Rental or Lease Agreement must be submitted.** No Exceptions!

Applicant is hereby notified that 'home visits' may be performed to verify residency and need of assistance.

Thank You.....