**Checklist Jefferson County Veterans Emergency Fund**

­\_\_ Copy of Veteran’s DD-214 (Discharge Paperwork Under Honorable Conditions)

\*\*\*Reserve components and the National Guard, or woman’s organization officially connected therewith, must have Active Military Service (other than active duty for training).

\_\_ Death Certificate of Veteran or Spouse (if applicable)

\_\_ Dependent Children/Spouses Information

* Birthdate
* Social Security Numbers
* Copy of Birth Certificate

\_\_ Proof of PA/Jefferson County residency (Driver’s License)

\_\_ Income statements from all sources, earnings statements, pay stubs, etc.

Examples:

* Veteran/Spouse (Significant other) employment income
* Veteran/Spouse (Significant other) Social Security
* Retirement, pension, Workman’s Compensation
* Child Support, Food Stamps
* IRAs, Stocks, Bonds, Dividends
* VA rating/awards letter (if receiving benefit from VA)
* Rental Income
* Unemployment Statements

\_\_ Most current and complete bank statements (checking and savings)

\_\_ Marriage License (if applicable)

\_\_ Expense statements

Examples:

* Rent/Mortgage, Property Taxes, Home owners/rental Insurance
* Electricity, TV, Internet, Home Phone, Cell Phone
* Garbage, Septic, Sewer, Water, Natural Gas, Heating Oil
* Car Payments, Car Insurance, Gas,
* Food, Clothing, Laundry, Personal/child care, Child Support
* Health/Medical Expenses

\_\_ Other supporting documents that will support the reason for hardship (if applicable) Examples---- repair quotes, pictures of damage, doctors’ letters, etc.