

How has your income been affected by COVID-19?

## **PART A**

Have you lost (or have reduction of) income or compensation, due to quarantine orders?

What you'll need to provide:

- Document showing positive results of the Coronavirus (with executed HIPPA Release form),
- Document stating that your employer did not pay you (or reduced your payment) during this time.
  - Employment Verification Letter, or
  - Bank Statements showing reduction in deposits, or
  - An employer written letter reflecting the changes, or
  - Paycheck stubs reflecting the decrease

Have you been furloughed, laid off, or have a reduction in hours due to your employers' revenue or income being affected by COVID-19?

What you'll need to provide:

- Employment Verification Letter, or
- An employer written letter reflecting the changes, or
- Paycheck stubs reflecting the decrease

## **PART B**

What specifically can we help you with?

- Food?
  - HEB or local grocer?
- Transportation?
- Mortgage?
  - Statement for amount due
- Rent?
  - Lease agreement showing amount due and persons living in the home
- Utilities?
  - Bill currently due
- Other?

NOTE: FOR ALL PAYMENTS TO BE PROCESSED, A **W9 FORM** FROM EACH VENDOR WILL BE REQUIRED.