

Sarasota County CARES

Coronavirus Aid, Relief and Economic Security (CARES) Act
U.S. Treasury Coronavirus Relief Fund (CRF)

Required Documents for CARES Individual Assistance Application

Applicants need documents **ONLY** for the **TYPE** of assistance being sought. Applicants may apply for more than one type of assistance.

- Government-issued photo identification** for applicant. If the address on your ID does not match your household address, you will also need to provide a bill reflecting your current address.
- Proof of loss of income**, current and prior check stubs (pay stubs from February 2020 and the previous 30 days from the application date) **AND** a letter from your employer documenting loss or reduction of income on company letterhead. If you received unemployment, approval for unemployment benefits. If you are self-employed, provide a Profit and Loss statement for 2019 (March-July) and 2020 (March-July) to demonstrate negative financial impact due to COVID-19.
- Proof of earned income** for all household members over the age of 18. Documents must include 30 days of pay stubs. This includes income from employment (last 30 days of pay stubs). You will need to report and attest to all unearned income including, welfare, social security payments, pension, annuity or retirement funds, unemployment or workers compensation or contributions from other income. If you are self-employed, you will need to provide a Profit and Loss statement.
- Documentation of any other local, state, federal or private funding** related to COVID-19 that you have applied for and received, if applicable.
- If you are applying for rental assistance:**
 - Current lease that includes the household member's name(s), amount of rent, beginning and ending date of lease, if applicable.
 - A rental statement from landlord that includes the household member's name(s), amount of rent and the duration of time the rent covers.
 - Landlord's completed W-9.
- If you are applying for mortgage assistance**, mortgage statement from lender of amount owed in total and by month detailing any escrow amounts to determine the amount excluded for real estate taxes.
- If you are applying for utilities assistance**, most recent utilities statement (past due notice or upcoming invoice). Government owned utilities must be in applicant's name.
- If you are applying for vehicle payment assistance**, vehicle registration in the name of a household member and statement from lender of amount owed in total and by month.
- If you are applying for vehicle repair assistance**, vehicle registration in the name of a household member, written repair estimate from a licensed auto repair shop, confirmation by auto repair company that they will accept up to the stated amount and restore the car to operating order, auto repair shop's W-9, **AND** final invoice of repair.
- If you are applying for child care assistance**, most recent statement from childcare provider stating time period and amount owed for each child, childcare provider's W-9, and a copy of childcare provider's license.
- If you are applying for telecommunications assistance**, detailed telecommunications bill (s) past due and/or current. Must include the entire bill.
- If you are applying for workforce assistance**, confirmation of offer of employment and the following, if applicable:
 - Invoice/purchase requisition for tools, uniforms, etc. necessary to begin employment and the vendor's W-9.
 - For training and certification, confirmation that training or certification is necessary for employment and the vendor's W-9.