

FSSG APPLICATION CHECKLIST

Along with the completed and signed FSSG application, please provide the required documentation as checked below.

*** If all necessary documents are not submitted the application may be denied.**

****FSSG funds cannot be used for costs incurred prior to FIP eligibility date.**

If you are currently not employed, you must be considered as work ready by your PROMISE JOBS worker. This will be at the discretion of PROMISE JOBS and your participation in your Family Investment Agreement.

Name:

Date:

AUTOMOTIVE:

1. Car Repair

- One estimate from a certified mechanic
- Copy of a valid driver's license
- Copy of vehicle registration showing up to date and in applicant's name
(Only 1 vehicle currently registered in your name. Two parent household applicants can have only two vehicles currently registered)
- Proof that all other vehicles are taken out of applicant's name if registered for more than one

2. Car Insurance

- Estimate from insurance company (cannot be online quotes)
- Copy of valid driver's license, or documentation to show prohibition period is over (eligible to obtain a driver's license)
- Copy of vehicle registration showing it is up to date and in applicant's name

3. Driver's License Fee

- Statement from the Department of Transportation indicating the cost of service for the driver's license fees

4. Vehicle Registration and Titling

- Verification of vehicle ownership
- Copy of driver's license (*see above for assistance*)
- Proof of Insurance Coverage (*see above for assistance*)
- Statement from the Department of Transportation indicating the cost of service for the vehicle registration and/or titling fees

5. Mileage When Starting a Job (Gas, bus passes, etc. - up to first paycheck)

- Job site location

OCCUPATIONAL LICENSE OR CERTIFICATION:

1. Occupational, Licensure, or Certification

- Estimate verifying cost for certification/license (i.e. CDL, CNA, etc.) including renewals

2. Self-employment start-up costs

- A detailed business plan, marketing plan and documented proof that applicant has sought resource assistance, virtual, online, or in-person with the Small Business Administration (SBA) or one of the 15 Regional Small Business Development Centers (SBDC)

RELOCATION EXPENSES:

- Written verification of job offer or proof of employment
- Estimates for expenses (i.e. truck rental, 1st month's rent, etc.)
- Job Site Location
- For truck/trailer rental: Written justification showing proof applicant paid for truck trailer rental and is seeking reimbursement.



RENT/HOUSING ASSISTANCE:

One month rent or amount not covered by other community resources

- Copy of rent/lease agreement showing monthly rent amount and vendor/landlord information
- If requesting payment for a delinquent payment a written statement outlining reason for delinquency and details on how you plan to maintain your payments will need to be provided as well as a copy of the delinquency notice
- May be required to provide award or denial letters from local community agencies that offer rental assistance

CLOTHING:

1. Interview Attire (must be considered work ready by your PROMISE JOBS worker - FSSG will cover essentials for interview attire)

- Estimated cost of item(s) from vendor
- Receipt of payment made showing proof applicant paid for services and is seeking reimbursement

2. Uniforms or Professional Attire for Employment

- A completed *Employer Statement of Earnings* or written verification from employer on company letterhead verifying employment
- Statement from employer that is requiring uniform and name of vendor that carries uniform
- Estimated cost of item(s) from vendor

REQUIRED TOOLS OR SUPPLIES:

- A completed *Employer Statement of Earnings* or written verification from employer on company letterhead verifying employment
- Estimated cost of item(s) from vendor

GROOMING AND PERSONAL CARE:

- Estimated cost of item(s) from vendor
- Receipt of payment made showing proof applicant paid for services and is seeking reimbursement

UTILITIES:

Land line phone, water, gas, or electric services

- Copy of the utility bill showing the delinquent amount and dates when costs incurred
- If requesting payment for a delinquent notice provide written statement outlining reason for delinquency and details on how you plan to maintain your utilities in current standing as well as copy of the notice
- Award or denial letters from local community agencies that offer assistance

If there are items that are not indicated on this checklist that you need assistance with, please contact your PROMISE JOBS worker to see if FSSG may cover it.

List local resources

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