



We are open on Mondays, Wednesdays and Fridays from 9:00-10:30am to assist you with your financial request. If you are not able to come at those times, you may fill out the form on our website.

***You must provide the following documents  
in order for us to assist you financially:***

- **Picture ID**
- **Social Security cards** (or 2019 tax return) for everyone currently living with you
- **Proof of income** for the last 30 days for everyone currently living with you
  - If receiving **SNAP and/or TANF**, please call DSS at 898-5810. Leave a message with your name & Social Security number. Ask them to fax your Benefit History Statement to United Christian Ministries.
  - If receiving **Social Security benefits or SSI**, we will need to make a copy of your 2020 Award Letter.
  - If you receive your **paycheck stubs** electronically, please email them to [ucmpc2018@gmail.com](mailto:ucmpc2018@gmail.com)
  - If you are receiving **unemployment due to COVID-19**, we need your username & password for the DEW website or a screenshot of the entire “Claimant Homepage” screen.
  - If you were **furloughed or laid off due to COVID-19** and are not receiving unemployment, we need a letter from your employer or former employer on letterhead with the following information:
    - How long you have been/were employed there
    - Your position/job (cook, server, caretaker, etc.)
    - The date your hours started getting reduced or company closed due to COVID-19
    - How many hours you worked on average per week before COVID-19
    - If you are no longer employed there, the last day you worked
    - Supervisor’s name & contact information
- **Proof of emergency**
  - Current utility bill with past due amount (electric, water, sewer)
  - Eviction notice or past due notice from landlord (rent)