

# TULSA AREA COVID-19 RESPONSE FUND



TULSA  
COMMUNITY  
FOUNDATION  
America's most generous city



LIVE UNITED  
United  
Way  
Tulsa Area United Way

ONLINE ASSISTANCE REQUEST  
FORM & MORE INFORMATION  
IS AVAILABLE AT:

**CSTULSA.ORG/TULSA-  
COVID19-RESPONSE-FUND**

## WHAT DOCUMENTS DO I NEED TO PROVIDE IF REQUESTING FINANCIAL ASSISTANCE?

If you are requesting financial assistance, you will need to provide several types of documentation. After you submit the online request form at **CSTULSA.ORG/COVID19-RESPONSE-FUND**, we will email you instructions on how to submit your documentation. If you have given permission to be contacted by text, you will also receive instructions by text.

**HOW IT WORKS:** You will submit your documents by uploading them to an online file-sharing site called Dropbox. There will be a link to this site in the email we will send you. Please begin gathering and taking clear pictures or preparing scanned copies of your documents so you are ready to submit them online to us. See below for a list of what you'll need to submit depending on the type of assistance you are requesting. ***All documents must be readable. If images are blurry or hard to read, you may be asked to resubmit documents.***

### PHOTO ID

- Picture/copy of government issued photo ID. Examples: Driver's License, State issued ID, Passport, CDIB card, Veteran's ID, etc.
  - Name on the ID must match the name on the utility bill and/or lease agreement, or be the same as an occupant on the lease. ***If the name on the online application is different than the name on the bills, submit a copy of both IDs.***
  - You must be at least 18 years old to apply for assistance.

## CONFIRMATION OF COVID-19 RELATED LOSS OF INCOME OR FINANCIAL CRISIS

**LOSS OF INCOME:** Pictures/copies of documents to show loss of income directly related to the COVID-19 pandemic that occurred on or after March 1, 2020. Examples of documentation that show income loss are:

- At least two recent paystubs indicating loss of income;
- Notice from employer indicating termination/layoff/furlough/reduction in hours at job;
- If you do not have paystubs, submit the first page of recent bank statements showing employment income loss and also supporting documentation from the employer or previous employment.

**FINANCIAL CRISIS:** If the financial crisis is due to unexpected household expenses as a direct result of the COVID-19 pandemic, you may be eligible to receive financial assistance with rent, utilities or non-narcotic prescription medication expense.

- Picture/copy of documentation that shows the unexpected household expense related to the COVID-19 pandemic that you described in your online application.
- You must be able to show both the unexpected expense and how the expense is a direct result of the COVID-19 pandemic.
- The expense must have occurred on or after March 1, 2020.

### IF REQUESTING UTILITY BILL ASSISTANCE...

Pictures/copies of the **entire** utility bill for which you need help paying (electricity, gas and/or water). The **whole bill** must be in the picture.

- Bills should include name, address, utility account number, amount due and service dates.
- The name on the bills should match the name of one or more on the photo ID(s) you are submitting.
- The address on the bills must match the address on your online application.

### IF REQUESTING RENT PAYMENT ASSISTANCE...

Picture/copy of the first and last pages (signature page) of the lease agreement **and** the current rent due notice.

- The name of the occupant on the lease should match the name on one or more of the photo ID(s) you are submitting.
- The address on the lease must match the address on your online application.
- The lease agreement and rent due notice must include landlord's name, address and contact information.

### IF REQUESTING NON-NARCOTIC PRESCRIPTION MEDICATION ASSISTANCE...

Picture/copy of non-narcotic prescription information or container label.

- Information must clearly identify the patient and pharmacy contact information.
- The prescription must be current and eligible for refill.