



*We are open on Mondays, Wednesdays and Fridays from 9:00-10:30AM to assist you with your financial request.*

**You must provide the following documents each time you visit requesting financial assistance:**

- **Picture ID**
- **Social Security cards** for everyone currently living with you
- **Proof of household income** for the last 4 weeks. (We may not be able to assist without proof of household income or a pending claim.)
  - If you receive your **paycheck stubs** electronically, please screenshot and email them to [ucmpc2018@gmail.com](mailto:ucmpc2018@gmail.com)
  - If receiving **Social Security benefits or SSI**, we need your 2022 Award Letter
  - If you are receiving **unemployment**, please screenshot the "Claimant Homepage" screen showing your last 4 payments
- **Proof of emergency**
  - Current utility bill with past due amount (electric, water, sewer, heat).
  - Eviction notice or past due notice from landlord (rent).

*\*Further documentation may be required such as receipts, bank statements, SNAP benefit history statement, etc.\**