

Family Promise of Hamilton County

Financial Assistance Process and Required Documents Checklist

Important Timeline

Applicant documentation deadline: Families have **48 hours** after submitting a financial assistance request to provide all required documentation.

Advocate review timeline: After all required documentation is received, Family Advocates need up to **48 business hours** to review the request before authorization, denial, or next steps can be determined.

Incomplete, missing, or late documentation may delay review or result in the request not moving forward.

Before You Apply

Family Promise of Hamilton County walks alongside families experiencing housing instability by helping connect them with tools, resources, and support toward long-term stability.

Financial assistance may be available on a limited, one-time basis when funding is available and when families meet eligibility, documentation, grant, and program requirements. Submitting a request does not guarantee assistance.

Basic Eligibility and Program Expectations

- ☐ The household must include children.
- ☐ The family must live in Hamilton County, Indiana.
- ☐ The family must contact the appropriate Township Trustee before FPOHC can review the request.
- ☐ The family must provide all required documents within 48 hours of the request.
- ☐ The family must complete all required forms and education steps as directed.
- ☐ There must be a realistic plan for next month's rent, utilities, and household expenses.
- ☐ Financial assistance is reviewed as a one-time support and is dependent on available funding and grant requirements.

Required First Step: Township Trustee

Before Family Promise of Hamilton County can review a financial assistance request, families must contact their local Township Trustee. Documentation from the trustee is required and may include an approval, denial, or referral letter.

Required Documents Checklist

- ☐ Township Trustee approval, denial, or referral letter
- ☐ Valid ID or driver's license for every adult in the household
- ☐ Birth certificates for all minors
- ☐ Social Security cards for everyone in the household
- ☐ Custody agreement, if applicable
- ☐ Current lease
- ☐ Copy of the bill or ledger related to the assistance request
- ☐ Bank statements for the last 60 days for all accounts, including checking, savings, Cash App, Venmo, Chime, PayPal, Apple Cash, and any other financial accounts or after pays
- ☐ Income verification for the past 30 days, including paystubs, SSDI, SNAP, child support, or other income
- ☐ Job offer letter if currently unemployed
- ☐ Completed Income and Demographics Form
- ☐ Completed Budget/Spending Plan
- ☐ Signed Housing and Information Release Form
- ☐ Required online course completion, if directed by your Family Advocate

Required Forms

Forms must be completed accurately and fully before the request can be reviewed.

Form	Purpose
Income and Demographics Form	Documents household information, income, and demographic data required for program and grant reporting.
Budget/Spending Plan	Shows current income, expenses, obligations, and the plan for next month's rent, utilities, and household needs.
Housing and Information Release Form	Allows FPOHC to communicate with landlords, vendors, or other agencies as needed for review and verification.

Education Requirement

Applicants will be required to complete online education courses as part of the financial assistance process. These courses support long-term housing stability, budgeting, and tenancy success. Your Family Advocate will provide instructions for completing any required courses.

What Happens After Documents Are Submitted

1	FPOHC receives the financial assistance request.
2	The family submits all required documentation within 48 hours.
3	A Family Advocate reviews the complete documentation packet within 48 business hours.
4	If the request can move forward, the advocate schedule a budget meeting to discuss income, expenses, housing status, and the plan for the following month.
5	FPOHC determines whether the request meets eligibility, funding, grant, and program requirements.
6	The family is notified of authorization, denial, or additional next steps.

Applicant Acknowledgment

☐ I understand that Family Promise of Hamilton County serves families with children in Hamilton County, Indiana.

☐ I understand that I must contact my Township Trustee before FPOHC can review my financial assistance request.

☐ I understand that all requested documentation must be submitted within 72 hours.

☐ I understand that Family Advocates need up to 48 business hours to review documentation after all documents are received.

☐ I understand that submitting a request does not guarantee financial assistance.

☐ I understand that assistance is based on eligibility, available funding, documentation, grant requirements, and program requirements.

Applicant Name:

Date:

Signature:

Phone/Email:

Contact Information

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