***All applications are screened based on funding availability. Priority is given to UNION members who are unable to work due to injury, illness, lock out, strike, or lay-off; or to those facing hardship due to unforeseen circumstances such as fire, flood, or medical conditions.***

***\*Assistance is limited to once every 12 months for a maximum of two years.***

**In order to qualify for assistance the client must have an immediate need that cannot be met adequately by any other means available. Client must also surrender the qualifying documents in relation to their current need (see below).**

All clients shall have supporting documents to verify their request for assistance:

* Proof of identification (Driver’s License, State I.D., Military I.D., credit/debit card with name and photo)
* Social Security Number

As well as:

* Proof of income, **OR**
* Proof that client has filed for public assistance (L&I, Disability, Medical Benefits, TANF, etc.)

Other supporting documents that *may* be required:

* Birth Certificate
* Union membership card
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOUSING ASSISTANCE, EVICTIONS, OR SHELTER:**

Clients must provide:

* Current lease or rental agreement
* Evidence that he/she has made contact with the landlord or mortgage company to make arrangements for assistance
* Eviction notice, foreclosure notice, or proof of homelessness
* The ability to resume payment after PCLSA has assisted

**UTILITIES ASSISTANCE:**

Clients must provide:

* Most recent bill or statement
* Evidence of contact with utility company(s) to arrange a payment plan, or have sought out assistance programs within the community, **AND/OR**
* Current shut-off notice

**FOOD/OTHER ASSISTANCE:**

Clients must provide:

* Evidence he/she has filed an application for food stamps
* Verification of all persons living in the household