

## Required Documents for Emergency Services **OR** Scholarship Program

### **FILES MUST BE UPDATED EVERY YEAR**

Instructions: Please provide the following documents for ALL MEMBERS LIVING IN YOUR HOME. This includes family members, parents, roommates, live-in landlords, and non-related individuals.

#### 1. IDENTIFICATION (ID) FOR ALL HOUSEHOLD MEMBERS

- **Adults (18+):** Driver's license, medical ID, or passport
- **Children:** Birth certificate, shot record, or medical insurance card

#### 2. PROOF OF INCOME FOR ALL ADULTS IN THE HOUSEHOLD

- **Last year's taxes OR paystubs from the last 30 days**
- **If applicable**, also submit:
  - Cash Aid/TANF/CalWORKs Notice of Action or a letter from your case manager (available at [www.mybenefitscalwin.org](http://www.mybenefitscalwin.org); make sure your name is included)
  - Child support or alimony court order (available at <https://www.cse.ca.gov/CustomerConnect/login>)
  - Proof of payments from the noncustodial parent (checks, Venmo/Cash App, bank statements)
  - Social Security or Disability benefits statement
  - Unemployment benefits statement (available at [www.edd.ca.gov](http://www.edd.ca.gov))
  - College schedule and financial aid award statement
  - Food stamp award letter or Notice of Action
  - Section 8 or housing assistance rent letter

#### 3. ADDRESS VERIFICATION

##### • **Provide one document in your name:**

- Last month's utility bill (SDG&E, water, or trash)
- Signed rental agreement from the past 30 days
- Internet service bill (e.g., Cox, Spectrum, AT&T)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**

Eligibility for **SCHOLARSHIPS** is open to ALL San Diego County low-income residents.

Eligibility for **EMERGENCY SERVICES (FOOD PANTRY)** is limited to these zip codes: 91941-91946, 92105, 92115, 92119, 92120, 92182, 91977, 91978

## WHERE TO SUBMIT DOCUMENTS

- In Person (preferred)
- By Email: [sdkroc.frc@usw.salvationarmy.org](mailto: sdkroc.frc@usw.salvationarmy.org)

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## PROCESS FOR SCHOLARSHIPS

1. Submit a complete application (Intake Sheet and required documents) 30 days before class starts.
2. Staff will email you a quote with payment deadline and class information.
3. Approve or reject the quote via email.
4. Make payment by the deadline.

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## CONTACT INFORMATION

- Phone: 619-269-1430
- Email: [sdkroc.frc@usw.salvationarmy.org](mailto: sdkroc.frc@usw.salvationarmy.org)
- Address: Family Resource Center, 6845 University Ave., Building A, San Diego, CA 92115

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## OFFICE HOURS

- Monday – Thursday: 8:30 AM – 12:00 PM, 1:00 PM – 4:00 PM
- Friday: Closed for food distribution

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