



2017 MEMBER ASSISTANCE PROGRAM Administered by: *GVR Foundation*

Dear Member:

Attached is an application for the Member Assistance Program (MAP). If you are experiencing financial hardship at this time, please complete and return the attached application. If you have applied before and are applying for assistance this year, you must reapply. Application deadline is **December 15, 2016**. Applications received after the deadline will not be considered.

➤ Instructions: **Please read carefully before proceeding**

Provide all supporting documentation per household applicant.

- ✓ Section 1: *Income information*
  - You must include all household Net income
  - Include income amount from any 401K, investments, pensions, IRA's and additional income
- ✓ Section 2: *Monthly Expenses* - Include Monthly expenses only

  - Mortgage – Loan payment
  - Property taxes and insurance- If you are paying property taxes and insurance in your mortgage payment, you do not need to separate.
  - Vehicles – Car payments, leases and insurance
  - Credit cards – All credit card payments, loans and credit lines
  - Homeowners (HOA) – If this is a yearly due please divide by 12 for the monthly expense
  - Utilities - Electric, gas, phone, cable, water, trash and any other household expenses
  - Medical- You may include additional medical care such as, home nursing, hospice, and required medical treatment and prescription costs.
  - Food- Household food expense for the month
  - Additional- Personal products, household products, personal care appliances, etc.

- ✓ Section 3: *Additional Information*
  - In this section please circle **Yes** or **No** to the questions.

**Very Important**- documents that are **required** to apply (per qualifying household resident):

- Bank statements- Two (2) most recent from all checking, savings and bank credit lines
- Most recent tax return - If you do not file a return please indicate on the application
- Paystubs (if employed) - the Two (2) most recent

Applications and attached documentation are evaluated as quickly as possible and with confidential handling. We ask that you please refrain from calling the office regarding the status of your application. You will be notified by mail of the status and if assistance is awarded to you.

If you have any questions, please call Gina Peters at (520) 838-0158 or email [gina@gvrec.org](mailto:gina@gvrec.org).

Thank you

