

Intake Appointment Requirements

These are the detailed documents needed to apply for all of Bellevue LifeSpring's services. Families who live in Bellevue or the Bellevue School District (BSD) and have children under 18 in the household are eligible to apply for services.

Proof of Hardship (during COVID-19)

- **Required** (only ***one*** required)
 - Employer letter stating layoff/furlough/reduction in hours due to COVID-19
 - Doctor's note (for guardians who are immunocompromised)
 - Positive COVID-19 test result for any household member
 - McKinney-Vento status through the BSD (BSD referral)
 - Section 8 housing voucher
 - Child support documents (by court order)
 - Social Security Income (SSI)
 - Disaster Cash Assistance Program (DCAP)
 - Annual sales report (only applies to business owners)
 - Bank statement documents (only applies to contract/freelance workers)

Proof of Identity

- **Required:** Official photo ID (e.g. standard ID card, driver's license, or passport) for all **adults** living in household.
- **Required:** Birth certificate for all children ***under the age of 18*** living in the household.

Proof of Bellevue Residence

- **Required:** Lease or contract from your property manager/landlord.

Proof of Income

- **Required** (all that apply)
 - Two most current pay stubs of ***each adult*** in the home
 - Section 8 housing voucher
 - Child support documents (by court order)
 - Social Security Income (SSI)
 - Disaster Cash Assistance Program (DCAP)
 - Annual sales report (only applies to business owners)
 - Bank statement documents (only applies to contract/freelance workers)

Documents under
"Proof of Income"
also count as
"Proof of Hardship"

Emergency Rent Assistance/First Month's Rent Assistance FAQs

How long does it take to verify eligibility for emergency rent assistance/first month's rent assistance?

- Typically, it takes **one week** from the initial request of assistance so that our administrators can review the submitted paperwork and make a decision on eligibility. Once we verify **eligibility**, it takes 7-10 business days for the property manager/landlord to receive the pledged assistance from our office.
- Please turn in **all required documents** within 48 hours. Requesting emergency rent assistance/first month's rent assistance is on a **first come, first serve basis**.
- To help expedite the process, please let your property manager/landlord know that Bellevue LifeSpring will be contacting them. Some properties need permission to release your information to an organization.

I do not have a computer/laptop to email documents to Bellevue LifeSpring or I have a hard time figuring out how to send documents through email. Is there another way to submit paperwork?

- You can send a clear photo (image of whole document) via text to (425) 283-3821.

I am unable to get a letter from my employer. What else can I submit?

- Please refer to the 'Proof of Income' and 'Proof of Hardship' sections for alternatives.

What if I do not have a lease or lease contract?

- You will need to contact your property manager/landlord and request a written agreement that lists:
 - Name of landlord and tenants
 - Duration of lease
 - Monthly rent amount
 - Address of residence
- You can use a recent PSE bill with your name and current address.

What if I do not have a birth certificate for my child(ren)?

- You may submit medical documents, school enrollment forms or benefit letters from DSHS with list of dependents showing guardianship of children.

I did not legally file for child support but my ex-partner gives my children monthly allowances. How can I prove that?

- You can discuss this during intake with a Human Services Administrator.