



**UNION** *County*  
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • PALESTINE • PROVIDENCE

---

Union County Board of County Commissioners

15 Northeast 1<sup>st</sup> Street, Lake Butler, FL 32054 • Phone: 386-496-4241 • Fax: 386-496-4240

---

## Union CARES for Families Individual Assistance Grant

**APPLICATION LAUNCH DATE THURSDAY SEPTEMBER 10, 2020 AND END ON FRIDAY, OCTOBER 30, 2020 OR UNTIL ALLOCATED FUNDS ARE EXHAUSTED**

Union CARES for Families uses a portion of the County's allocation from the federal CARES Act approved by Congress.

### What Are the Union CARES Funds?

If you lost a job or significant income due to impacts from the pandemic, you may qualify for **financial assistance up to \$1,000 per household to pay for rent, mortgage or utility payments during the period starting March 1, 2020.**

This fund helps Union County individuals and families affected financially by the COVID-19 pandemic to help with a one-time payment to maintain housing.

You can only apply for assistance to cover coronavirus-related costs that have not already been paid for by insurance or by another federal program.

### How it works:

**Paper applications are available for pickup at the Union County Board of County Commissioner's Office at 15 NE 1st Street, Lake Butler, FL 32054 between 9:00 AM and 4 PM, Monday through Friday. You may also download, complete on-line, or have an application emailed to you by requesting it at [applications@ucbocc.gov](mailto:applications@ucbocc.gov).**

Applications will be processed on a first come, first qualified basis until funds are exhausted or the program ends on October 31<sup>st</sup>.

Assistance is available on Tuesday and Thursday 8:30 AM – 4:00 PM by calling (386) 496-4241 or email at [applications@ucbocc.gov](mailto:applications@ucbocc.gov). Call volumes will be higher than usual during the application window. Once your signed forms and residency documentation have been received, you will get a message confirming the status of your application. Upon approval, all payments

will go directly to the eligible utility, mortgage lender or landlord. You **WILL NOT** receive a direct payment. If your application is denied you will be notified by mail.

**Please note:** Assistance requests will be processed as quickly as possible. Due to the widespread impact of the pandemic on our local community, we anticipate a high volume of requests. Please do not call to check on the status of your request as this will slow down our process of approving and distributing assistance.

## Union CARES Funds FAQ

### What Expenses Can I Get Help With?

This fund helps items to keep you housed and employed. This fund may provide the following assistance:

- Rent payment
- Mortgage payment
- Electric/Water payment

### What Documents Will I Need to Submit?

You will be required to submit documents that verify your:

- US Citizenship
- Union County Residency
- Showing past-due amount on your utility bills or mortgage bill
- For rent assistance:
  - Late Notice with the total amount due
  - The first page of the lease
  - Landlord Certification Form
  - Completed W9 from the landlord
- Showing financial hardship due to COVID-19
  - Unemployment letter showing award or other information related to COVID-19, employer notice of reduced hours, furlough, or layoff due to COVID-19, or any other document that shows a reduction of income related to COVID-19

All documents must have the same name and identifying information across all the documents to receive assistance.

There are similar documents in each category below, you only need to provide one copy of the document to be used for each category above. For example, a social security card can be used for citizenship and identification. Also, a valid driver's license can be used for identification and residency requirements.

## **Required Documentation:**

*Submit copies of the following documents below:*

### **1. Proof of US Citizenship (*One from below*)**

- Current Union County Driver's License with Real ID Star
- US social security card
- US birth certificate
- Valid & current U.S. passport
- Certificate of Naturalization
- "Green card" INS form I-151 or I-551.

### **2. Proof of Union County Residency (*One from below*)**

- Current Union County Driver's License or State Identification showing a Union County address
- Mortgage documents, rental lease, rent receipts or letter from a landlord or property owner
- Proof of Homestead Exemption
- Recent water, electric, gas, telephone, cable television or other utility bills in the name of the applicant indicating a current address within Union County
- Vehicle registration in the name of the applicant indicating an address within Union County
- Union County Voter Identification card
- Bank, credit union, or a similar statement indicating a home address in Union County

### **3. Past Due Mortgage or Utility Bills (*All from below*)**

- PDF of the utility late/overdue bills (water, and/or electricity, )
- PDF of the mortgage statement

### **4. Past Due Rent Bills (*All from below*)**

- Eviction notice or late notice listing the amount past due and a copy of the lease.
- If the applicant receives Section 8 Tenant-Based Assistance, a Housing Assistance Payment Contract (HAP Contract) is required in addition to the lease agreement.
- The first page of the lease.
- Landlord Certification Form (included in application packet)
- W9 from the landlord for payment (blank copy included in application packet)

### **5. Self-Certification of Income Form (included in application packet)**

### **6. Duplication of Benefits Agreement (included in application packet)**

### **7. Documentation Showing Financial Hardship (*One from below*)**

- Unemployment letter showing award or other information related to COVID-19
- Employer notice of reduced hours, furlough, or layoff due to COVID-19
- Any other document that shows a reduction of income related to COVID-19