

RAFT Document Checklist & Emergency Assistance Document Checklist & Emergency Assistance Income Guidelines

RAFT Document Checklist

- ☐ Identification for the head of household (examples: photo ID, license, birth certificate, passport)
- ☐ Documentation of current housing and primary residence (examples: lease, tenancy at will agreement)
- ☐ Documentation of eligible housing crisis; examples include, but are **not limited to**:
 - Notice of arrears (unpaid rent)
 - Court summons
 - Utility shutoff
- ☐ W-9 from payee (landlord/property owner)
- ☐ Proof of ownership for property owner
- ☐ Verification of amount owed or due for any funds being covered

At a later date, the RAFT agency may request additional documentation.

Emergency Assistance Document Checklist

- ☐ Proof of MA residency
- ☐ Photo ID's for all members of the household 18 and older
- ☐ Birth certificates for all members of the household
- ☐ Social Security cards for all members of the household (employment, SSI, SSDI, child support, unemployment)
- ☐ Income verification for all household members for the past 30 days
- ☐ Most current bank statement(s)
- ☐ Vehicle registration(s)
- ☐ Proof of pregnancy signed by a doctor with a due date
- ☐ All court eviction documents
- ☐ Letters from any families or friends you have been staying with indicating their name, address, and contact number and the dates you stayed with them and the reason why you can no longer remain with them
- ☐ Verification of domestic violence

Emergency Assistance Income Guidelines (gross income)

Effective January 14, 2020, the new Federal Poverty Guidelines (FPG) have been implemented and will be used to determine eligibility for Emergency Assistance (EA). The income standard for initial eligibility is 115% of the FPG.

Family Size	115% of FPG EA Monthly Income Eligibility Standard
1	\$1,223
2	\$1,652
3	\$2,082
4	\$2,511
5	\$2,940
6	\$3,370
7	\$3,799
8	\$4,228
Per Additional Person	\$429