



## APPLYING FOR AID & ASSISTANCE

We accept applications from those in our community (residing in Lynnwood, Bothell, Kenmore, and Mill Creek) on Monday through Thursday from 9:00am-4:00pm. You will find a list of all required documents necessary for this application below, and on page 3.

\*Please call Susie Disch at 425-488-4121 **before** filling out this application. Appointments are only made if the application is turned in completed with all required documents as noted below. Once your application is received we will contact you and schedule your interview appointment. You will not be called if all required documents are not turned in with your application.

### **REQUIRED DOCUMENTS:**

**\*you must bring in your own photocopies of these documents\***

- Photo ID
- Bank Statements for the last two months
- Rental agreement/mortgage paperwork
- Pay stubs, unemployment, or any documents regarding aid being received
- Any government assistance including food stamps, SSI, WIC, disability or other
- The bill that you would like us to consider paying

Applications and additional required documents (listed above) should be turned into the Front Desk at 22027 17<sup>th</sup> Avenue SE, Bothell Washington 98021.

If you have any questions, please contact Aid & Assistance at 425-488-4121.

# AID AND ASSISTANCE FREQUENTLY ASKED QUESTIONS

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CANYON HILLS COMMUNITY CHURCH  
22027 17<sup>th</sup> Avenue SE, Bothell, Washington 98021  
PH: 425-488-4121 FAX: 425-488-4413

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1. Who is qualified to get assistance?

Our CHCC Aid and Assistance Department has determined qualifications based on income and other various factors. The applicant must also live within the CHCC geographic boundaries.

2. What are the geographic boundaries?

We serve: Lynnwood, Bothell, Mill Creek and Kenmore. Boundaries do not apply to CHCC members or regular attendees.

3. What bills do you pay?

We pay utilities, rent/mortgage and gas voucher. On occasion we will pay a medical bill. We do NOT pay for telephone, car payment, car insurance, dental, Internet or cable.

4. How do I apply for aid and assistance?

To apply for aid and assistance pick up an application at the reception desk located upstairs in the church building, or online at :

<http://www.canyonhillscommunitychurch.com/connect/aid-and-assistance>

Fill out the application and bring in photocopies of all the required documents

5. What are the required documents?

- Photo ID
- Bank Statements for the last two months
- Rental agreement/mortgage paperwork
- Pay stubs (last received), unemployment, or any documents regarding aid being received
- Any government assistance including for stamps, SSI, WIC, disability or other
- The bill that you would like us to consider paying

6. What if I don't have a bank statement?

CHCC requires that all applicants bring in bank statements and we are unable to assist those who don't have one. All required documents must be with the application when it is turned in to the reception desk Monday through Thursday 8:30am – 4:30pm and Friday from 8:30am – 12:00pm. The receptionist will be unable to make copies.

7. After my application has been turned in what happens next?

Only applications that have all the required documents attached will be considered. When we have received a completed application you will receive a call from our aid and assistance department within 24 hours to set up an appointment. No one will be helped without an appointment. If your application is not complete you will not receive a return call.

8. How long will the appointment last?

The appointment will last no more than an hour. You will be asked to sign a "Billing and Payment Disclosure Form" so we can talk to your landlord and utility companies.

9. Will I get help the same day?

No, the process can take between 3 – 7 days. Once approved our checks are written on Thursday afternoon. If you have a shut off notice a pledge can be made if approved. If you have a 3-day pay or vacate notice it will still take between 3 – 7 days. This notice is not required to receive help.

10. What if I am homeless and need a hotel voucher?

We never give hotel vouchers. We can give you a list of shelters in the area but do not offer any housing for our aid and assistant applicants.

11. What if I only need a gas card?

A gas card will only be given to an applicant that has met all the requirements to receive Aid and Assistance.



# AID & ASSISTANCE APPLICATION

## Personal Information -----

Name: \_\_\_\_\_ SSN#: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First MI  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Household Information -----

Marital Status: Single/Married/Divorced/Widowed Name of Spouse: \_\_\_\_\_  
 Spouse's Birthdate: \_\_\_\_\_ Work/Cell Phone of Spouse: \_\_\_\_\_

Children residing in your home:

Name of Child:	Age:

Other Residents:

Name: _____ Age: _____ Reason for them residing in your home: _____
Resident's Monthly Income: _____ Contribution to Bills: _____

## Financial Information -----

### [Income]

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_  
 Monthly Income: \_\_\_\_\_ Second Occupation: \_\_\_\_\_ Income: \_\_\_\_\_  
 Spouse's Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_  
 Monthly Income: \_\_\_\_\_ Second Occupation: \_\_\_\_\_ Income: \_\_\_\_\_

*(please explain any employment issues (i.e. unemployment, current laid off, etc.):*

### [Financial Assistance]

Have you applied for aid from CHCC before? YES/NO When? \_\_\_\_\_ Were you approved? YES/NO  
 Have you been helped by another church/organization? YES/NO When? \_\_\_\_\_

*(please explain the extent of this aid)*

Please indicate any other financial assistance you or household members are currently receiving:  
Unemployment / Food Stamps / DSHS / Section 8 / Social Security / Disability / \_\_\_\_\_(other)

*(please indicate the amount you receive through the above financial assistance programs):*

Do you currently receive child support? YES/NO Amount: \$ \_\_\_\_\_ Frequency: \_\_\_\_\_

**[Expenses]**

Landlord/Mortgagee:	Monthly Payment:
All Utilities:	Monthly Payment:
All Insurance:	Monthly Payment:
All Cars (make/model/year):	Monthly Payment:
All Credit Cards:	Monthly Payment:
Medical Bills:	Monthly Payment:
Pet Expenses	Monthly Payment:

**Church Information** -----

How did you hear about CHCC? \_\_\_\_\_

Please indicate which category you fall into: CHCC Member / Attendee / Non-Attendee

Attendance Frequency: \_\_\_\_\_ Are you currently in a Life Group? \_\_\_\_\_

Are you currently involved in a ministry? \_\_\_\_\_

If a no-attendee: Do you attend a church? \_\_\_\_\_ Are you a member of your church? YES/NO

Have you sought financial help from your church? YES/NO

**Additional Information** -----

Are your family members aware of your financial situation? \_\_\_\_\_

To what extent has your family helped you? \_\_\_\_\_

Please use the space below to tell us about your need, the circumstances that caused the need, and any additional information that you think may be of importance in considering your request:

**Review/Consent**-----

The following documents are required to finalize your application:

- Driver's license/photo ID of applicant
- Bank statements for the last two months
- Rental agreement/mortgage paperwork
- Last Pay stubs, unemployment, or any documentation regarding aid being received (for all in household)
- The bill that you would like us to consider paying

Driver's License/Photo ID #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby give my consent to Canyon Hills Community Church to share the information contained on this form with other churches and/or agencies.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**  
COMMENTS:



**CANYON HILLS**  
COMMUNITY CHURCH

**AID & ASSISTANCE APPLICATION**

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**BILLING & PAYMENT DISCLOSURE FORM**

**DISCLOSURE RELEASE**

To whom it may concern:

I, \_\_\_\_\_, give my permission to \_\_\_\_\_  
(first and last name of client) (company name)

to disclose my account history to Canyon Hills Community Church.

**ACCOUNT INFORMATION**

Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
(First/MI/Last – as appears on account)

Service Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Canyon Hills Community Church**  
22027 17<sup>th</sup> Ave SE Bothell, WA 98021  
Phone: 425-488-4121 Fax: 425-368-2681