**JCFS FINANCIAL ASSISTANCE PROGRAM**

**CLIENT REQUESTS INSTRUCTIONS**

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| **Instructions: For any request beyond a one-time need or if request is over $250.**   * Please review the **Checklist of Documents for JCFS Financial Assistance.**   - Complete **JCFS Financial Assistance Application Form**.   * Complete **JCFS Financial Assistance (FA) Program Client Request Form.** * A **narrative summary** of applicant’s CURRENT situation/needs MUST accompany the JCFS FA Program Client Request Form (please attach separate sheet).   - Please give the request form to your immediate supervisor. ALL requests will go through  a review process **prior to approval** (worker/supervisor/financial manager).  - If applicant requires financial assistance beyond a 3 month time period, a new  JCFS FA Program Client Request Form must be submitted including an updated  narrative summary for approval at least 2 weeks prior to the expiry of current request.  - A NEW updated JCFS Financial Assistance Application Form must be completed  **annually** or **prior** if there is a significant financial change in the household.  Please review the checklist of documents when completing this form.  An updated narrative summary must be included if financial assistance is still required. |