

## COVID-19 RESIDENT ASSISTANCE PROGRAM

### Information and Documents Needed to Complete Application

If you are applying for assistance, you will need the following information and documents to complete the on-line application. **Please submit this checklist with your documents.**

If you have any questions regarding the application or the required information/documents, please email [HelpingHand@MansfieldCT.org](mailto:HelpingHand@MansfieldCT.org) or call at 860.429.3330.

#### Required Information

- Applicant and Co-Applicant General Information.** Name, contact information, date of birth and social security numbers for applicant and co-applicant
- Employment Information.** Employment information for all household residents, including employer contact information and annual income
- Household Information.** Names and ages of all persons residing in the household, including children
- Income.** Annual income received from various sources, such as rental income, government assistance, retirement, annuities, trusts, self-employment, alimony/child support, unemployment/workers compensation, interest, dividends, etc.
- Financial Impact Experienced due to COVID-19 pandemic.** Examples include:
  - Reduction in income due to layoff/furlough, reduction in hours, pay cut, etc.
  - Reduction in income due to lack of childcare options and associated inability to work
  - Reduction in income due to contraction of or exposure to the COVID-19 virus
  - Increase in costs/expenses, such as food or childcare. For example, an increase in childcare costs due to the closure of schools; need to use private summer camps/childcare providers due to cancellation of Town summer day camp and before/after school childcare, etc.
  - Increase in costs/expenses due to contraction of or exposure to COVID-19 virus
- Monthly Childcare Expenses.** If you are seeking childcare assistance, you will need to identify the monthly cost of childcare and the number of months (maximum of 6) for which you are seeking assistance with childcare costs.
- Duplication of Benefits.** Pursuant to Section 312 of the Stafford Act as amended by the Disaster Recovery Reform Act of 2018 (DRRA), funds provided through the Resident Assistance Program shall not be used to duplicate benefits received from other programs, including but not limited to federal, state and local government, nonprofit organizations and faith-based groups. A duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. If you are applying for **Childcare Assistance**, you must provide information on **all** other assistance that you have received or anticipate receiving as further described under required documents. As part of the review of your application, staff will review the information provided and supporting documentation to determine if any of the assistance you are currently receiving is duplicative. For more information on Duplication of Benefits calculations and reductions to assistance, please review the [program guidelines](#).

## Required Documents

In addition to the above information, you will also need to provide the following documents as part of your application. Documents should be submitted to the following address, by either mail or drop-off:

**Mansfield Department of Planning and Development**  
**Attention: Jillene Woodmansee**  
**4 South Eagleville Road**  
**Storrs-Mansfield, CT 06268**

- Most recent tax return (applicant and co-applicant)
- If self-employed, a current profit and loss statement and the past two years of income tax returns
- Three (3) most recent pay stubs for all income earners in the household
- Documentation of all other sources of income for all household members (social security, pension, workers compensation, disability, alimony/child support, etc.)
- Documentation that reflects loss of income or increase in expenses due to COVID-19. Examples include but are not limited to tax returns, pay stubs (pre-and post-employment change), invoices for expenses (pre-pandemic and current)
- Proof of residency in Ashford, Chaplin, Coventry, Mansfield, Willington or Windham (Driver's license, vehicle registration, lease agreement, utility bills, school enrollment, etc.)

### **Additional Documentation required for Childcare Assistance applications**

- Documentation that your childcare provider is licensed by the State of Connecticut, or is exempt from licensing (such as a program administered by a private school)
- Documentation on actual childcare costs such as previous invoices from the provider and/or an agreement/contract identifying costs on a weekly or monthly basis.
- Applications for Childcare Assistance: Documentation of other assistance received or anticipated to be received, including but not limited to:
  - Tuition waivers or fee reductions through other programs such as Care 4 Kids, School Readiness or Child Day Care grant
  - Any assistance provided by another federal, state, or local government agency, private organizations, or non-profit organizations. This assistance may be in the form of cash awards, insurance proceeds, grants or subsidized loans. It **does not include** personal assets such as money in a checking or savings account (excluding insurance proceeds or disaster assistance deposited into the applicant's account); retirement accounts; credit cards and lines of credit; in-kind donations (although these non-cash contributions known to the Town reduce total need); and private loans.
  - Any reductions to Town fees granted through the Town's fee waiver program

Name:

Date: