

# Supporting Documentation for Basic Needs Assistance form

Use the chart below to assist you in gathering documentation for your Basic Needs Assistance request, based on the extenuating circumstance(s) you experienced. If you are still having difficulty gathering documentation after reviewing the examples below, please contact [Anthony Hunt](#) for assistance.

Basic Needs	Examples of Supporting Documentation <i>NOTE: ALL DOCUMENTATION SHOULD INCLUDE YOUR NAME AND DATES RELEVANT TO THE TIME OF YOUR APPLICATION.</i>
Health and Wellness	<ul style="list-style-type: none"> <li>● Medical bills or invoices related to treatment or medication.</li> <li>● Doctor's notes or medical records indicating illness or injury.</li> <li>● Prescription receipts or pharmacy records.</li> <li>● Mental health treatment records or therapy invoices</li> <li>● Documentation of insurance coverage or lack thereof.</li> <li>● Letters from healthcare providers or counselors explaining the need for financial assistance.</li> <li>● Documentation of other related expenses, such as medical equipment costs.</li> </ul>
Food	<ul style="list-style-type: none"> <li>● Bank or credit card statements showing food-related expenses.</li> <li>● Proof of enrollment in other food assistance programs (e.g., SNAP benefits)</li> <li>● Documentation of unexpected expenses or financial hardship impacting food budget (e.g., medical bills, car repairs).</li> <li>● Letter of support from a faculty member, advisor, or campus support service attesting to the student's need.</li> <li>● Any other relevant documentation demonstrating financial need and the inability to afford sufficient food.</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>● Receipts or invoices for public transportation fares or fuel purchases</li> <li>● Vehicle registration or insurance documents indicating ownership and expenses</li> <li>● Repair estimates or invoices for vehicle maintenance or repairs</li> <li>● Documentation of unexpected transportation expenses due to emergency situations (e.g., medical appointments, family emergencies)</li> <li>● Bank or credit card statements showing transportation-related expenses</li> <li>● Letter of support from a faculty member, advisor, or campus support service attesting to the student's need for transportation assistance</li> <li>● Any other relevant documentation demonstrating financial need and the inability to afford necessary transportation expenses.</li> </ul>

Housing	<ul style="list-style-type: none"> <li>● Lease agreement or rental contract indicating monthly rent and other housing expenses</li> <li>● Utility bills (electricity, water, gas) showing household expenses</li> <li>● Eviction notice or documentation of imminent housing loss</li> <li>● Receipts or invoices for temporary housing arrangements (e.g., hotel stays)</li> <li>● Bank or credit card statements showing housing-related expenses</li> <li>● Documentation of unexpected housing expenses due to emergency situations (e.g., natural disasters, fire)</li> <li>● Letter of support from a faculty member, advisor, or campus support service attesting to the student's need for housing assistance</li> <li>● Any other relevant documentation demonstrating financial need and the inability to afford housing expenses.</li> </ul>
Childcare	<ul style="list-style-type: none"> <li>● Childcare provider invoices or receipts indicating costs for childcare services</li> <li>● Documentation of childcare enrollment or registration fees</li> <li>● Bank or credit card statements showing childcare-related expenses</li> <li>● Letter from a childcare provider confirming enrollment or detailing costs</li> <li>● Documentation of unexpected childcare expenses due to emergency situations (e.g., sudden change in work schedule, family emergency)</li> <li>● Letter of support from a faculty member, advisor, or campus support service attesting to the student's need for childcare assistance</li> <li>● Any other relevant documentation demonstrating financial need and the inability to afford necessary childcare expenses</li> </ul>
Technology	<ul style="list-style-type: none"> <li>● Receipts or invoices for the purchase or repair of technological devices (e.g., laptop, tablet, computer)</li> <li>● Documentation of technology-related expenses, such as software subscriptions or internet service fees</li> <li>● Bank or credit card statements showing technology-related expenses</li> <li>● Repair estimates or invoices for technology maintenance or repairs</li> <li>● Letter from a faculty member, advisor, or campus support service confirming the student's need for technology assistance.</li> <li>● Documentation of unexpected technology expenses due to emergency situations (e.g., theft, damage)</li> <li>● Any other relevant documentation demonstrating financial need and the inability to afford necessary technology expenses.</li> <li>● Photo showing visible damage to the technological device (e.g., cracked screen, water damage)</li> <li>● Close-up images highlighting specific areas of damage.</li> </ul>

- Date-stamped photos to provide a timeline of when the damage occurred.

*NOTE:* It's important to acknowledge that students may sometimes have non-official documentation, such as screenshots of text messages, emails, Canvas records, photographs, etc., to demonstrate extenuating circumstances outlined in their application. While these types of records are accepted by the committee, it's generally advisable for students to accompany them with additional documentation, such as those recommended above, to provide a more comprehensive understanding of their situation.

Official documentation is typically preferred as it tends to be more reliable and comprehensive. However, non-official documentation can still be valuable in providing context and supporting students' claims. If students are relying on non-official documentation, they should aim to provide as much detail and context as possible to help the committee understand their circumstances effectively.