

# HOW TO Document Your Disability Grant Application in

## EASY 3 STEPS

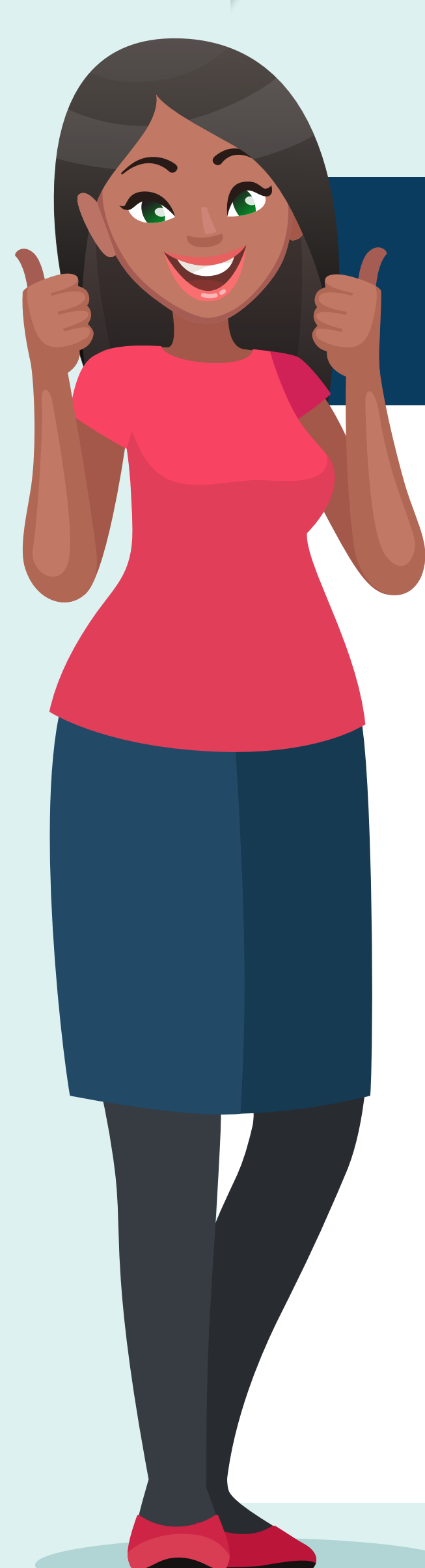
STEP

1

(only one please)

### Submit document

which clearly shows the date that you had to stop working due to illness or injury.



#### WHAT'S HOT!

- ✓ Doctor's note
- ✓ FMLA or other employer branded form
- ✓ Application for disability insurance
- ✓ Disability pay stub (where date of loss is indicated)

#### WHAT'S NOT!

- ✗ Vague doctor's statement (that does not point to an exact date)
- ✗ "Follow up" paperwork (that does not reference the original date you stopped work)
- ✗ FMLA extension forms
- ✗ Not providing any evidence of the disability date



STEP

2

### Here's where you get to pick!



#### RECEIVING DISABILITY PAY

Submit (one) of the following:

- ☐ Disability paystub from your employer which includes a paid through date that's at least 45 days after your disability date
- ☐ Letter from disability insurance carrier explaining your benefits
- ☐ Checkstub from insurance carrier



#### NOT RECEIVING DISABILITY PAY

Submit (one) of the following:

- ☐ Zero paystub from your employer which includes a paid through date that's at least 45 days after your disability date
- ☐ Denial letter from (private or your state's) insurance carrier
- ☐ Letter from employer indicating dates of no pay status

#### PLEASE NOTE

We are unable to accept any document that refers to future dates so please only provide documents that mention a current or past date.

STEP

3

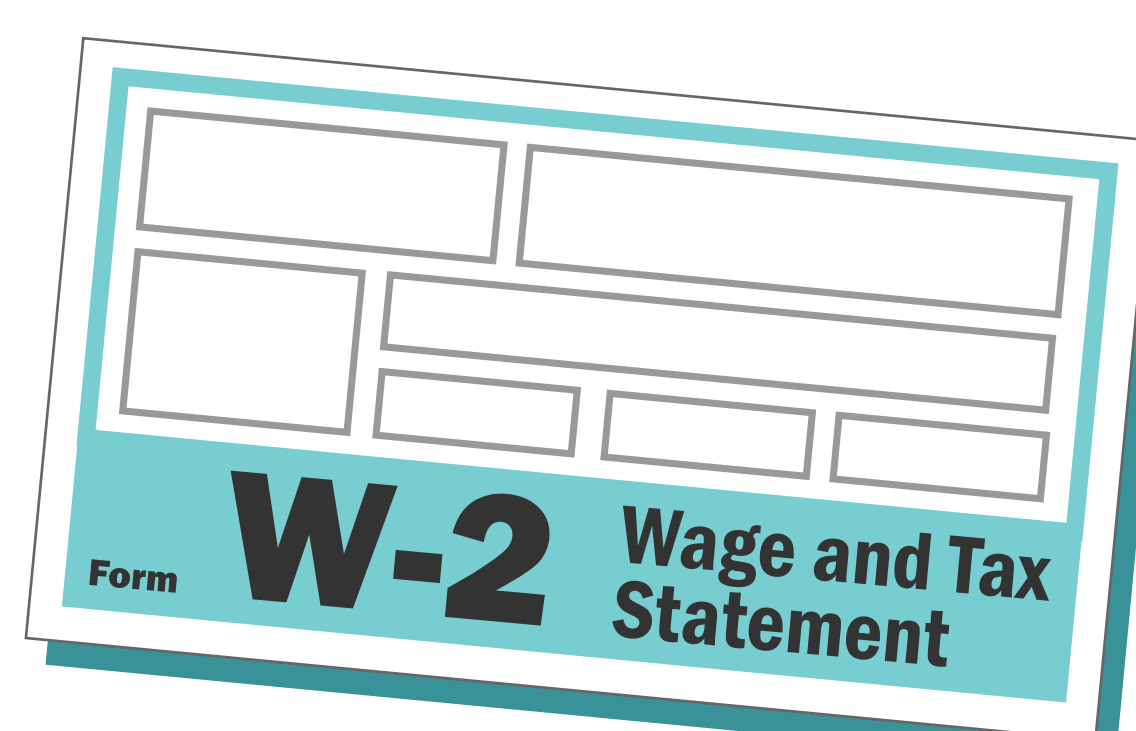
### Demonstrate Income Loss

In order to compare your regular income from the income in step 2, please submit the following document(s):



#### PICK ONE

- ☐ Submit previous year's W2 preferred method-income calculation based on per month average



— OR —

- ☐ Submit two consecutive regular paystubs full pay stubs, dated prior to date of disability – partial pay won't work here



### So, that's it folks!

Most of the time this can be done with 3–4 documents and definitely NOT more than 5!