

# HOW TO Document Your Job Loss Grant Application in

## EASY 2 STEPS

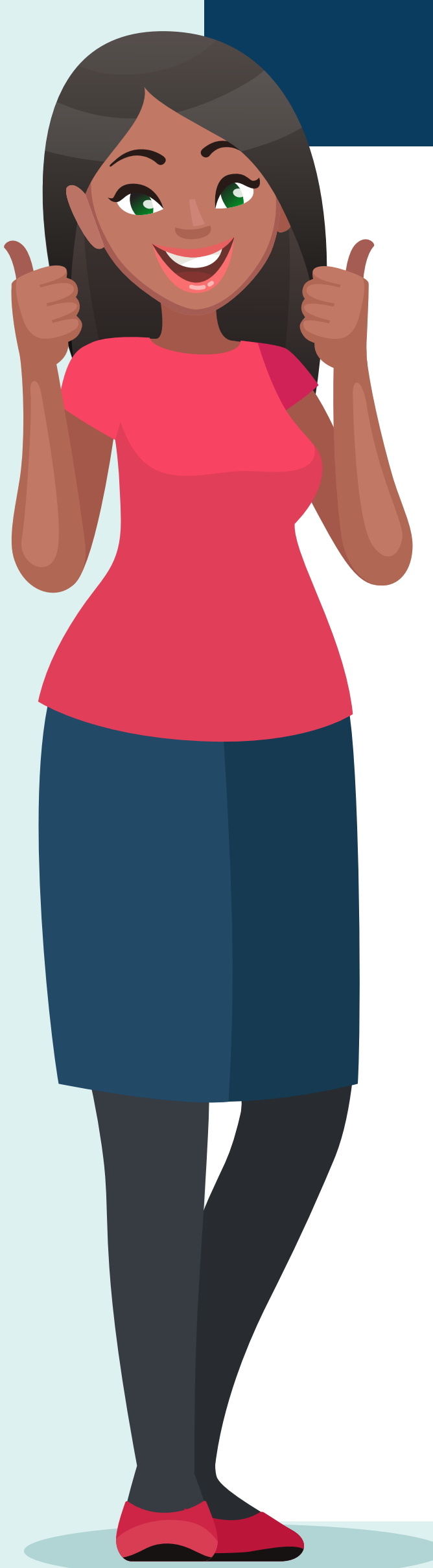
STEP

1

(only one please)

### Submit document

which clearly shows the date of your last day at work.



#### WHAT'S HOT!

- ✓ Unemployment claim date (within two weeks of stated date)
- ✓ Pink slip or RIF notice
- ✓ WARN letter from employer
- ✓ Letter from employer (where date of job loss is indicated)
- ✓ Letter from local union (indicating date your name was placed on the out of work list)

#### WHAT'S NOT!

- ✗ Claim dates that refer back to previous unemployment
- ✗ Any paystubs (we do not know which was first and which was last, and we can't just take your word for it)
- ✗ To whom it may concern (letters from family, friends, neighbors, teacher, best friend's cousin, etc...)
- ✗ Letter from local union (that fails to indicate your dates of unemployment)



STEP

2

### Submit document

to support 45 days of consecutive unemployment



#### APPROVED DOCUMENTS

Submit one of the following:

- ☐ List of Payments or Certifications from your unemployment claim that are dated 45 days after the date of unemployment.
- ☐ Letter from local union showing 45 days of consecutive unemployment



#### DO NOT SEND

- ☐ Personal letters from non-official employment reporting source
- ☐ Anything else!



#### 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.

#### REVIEW



Do you have a supporting document from each of steps 1 & 2 shown above?

NO



Return to steps 1 & 2 above. Application must contain the **REQUIRED** supporting documents.

YES!



You are ready to submit the application. Remember to include the **REQUIRED** supporting documents.

### So, that's it folks!

Most of the time this can be done with 2-3 documents!

