



I, _____ understand and agree to the following:
 Landlord/Property Manager (Please Print)

- **Payments are one time funding.**
- For utility payments, the bill must be in the name of the individual making the request.
- Families making a request must have at least one child living in the home between birth and 17 years of the age. (age verification will be required)
- Some requests, such as requests for appliances and beds will require a home visit to verify need.
- **Approval of this request is not guaranteed at this time.**
- Approval is based on available funding.
- Requests cannot be delinquent more than 90 days.
- The request must be submitted, by this provider, to the Cuyahoga County Family and Children First Council for final approval.
- The provider submitting this request will know the status of this request within 2 business days.
- The request cannot be processed for payment until all paper work has been submitted to the Cuyahoga County Family and Children First Council by the provider.
- Payments can only be made to vendors who have a W-9 (tax form) registered with the Cuyahoga County Auditor's office. If the vendor, typically landlords, does have a W-9 on file, a completed form will be requested.
- No payments are made directly to the individual making the request.
- **Payments are processed and mailed in 30 to 45 days from receipt of all required documents to Family and Children First Council office.**

If you have questions regarding the status of the payment, please contact:

Resource Specialist/SOC Supervisor/SCT _____ for the
 _____ Neighborhood Collaborative at () _____ - _____

Program guidelines have been explained to me **YES** **NO**

 Landlord/Property Manager Signature

 Date

 Resource Specialist/SOC Supervisor/SCT

 Date