



SUPPORT



UNITY



TRUST



EXCELLENCE

HOW TO APPLY FOR GENERAL RELIEF

FIRST: SUBMIT APPLICATION PACKET

Complete the attached **General Relief Application Packet**. Be sure the documents are signed and include a contact number where you can be reached during the day. You can submit by mail to: **General Relief Program, P.O. Box 4160, San Rafael CA 94913** OR drop your completed application at the following HHS drop-box locations: **120 N Redwood OR 3240 Kerner in San Rafael OR 1 6th Street in Pt. Reyes**. Note you can also pick up application packets at these sites, or online at: www.marinhhs.org/general-relief.

SECOND: ATTEND A TELEPHONE INTAKE INTERVIEW

You will be contacted at the phone number on your application at least twice within five business days from the receipt of application to attend a **Telephone Intake Interview**. If we are unable to contact you over the phone within five business days you will be sent an **Telephone Intake Interview Appointment Letter**. Please make sure to be available at the given date and time stated on the notice. If you miss your scheduled **Telephone Interview Appointment**, your application will be denied for failure to complete the application process.

WHAT IF I AM ONLY AVAILABLE DURING CERTAIN TIMES?

If you wish to have your **Telephone Intake Interview Appointment** on a specific date and time, please call the General Relief Program at 415.473.3450 to schedule a time that works for you.

WHAT IF I DO NOT HAVE AN ACTIVE PHONE NUMBER AND/OR A MAILING ADDRESS?

If you do not have access to a phone or a mailing address you can use phone in reception at 120 North Redwood or 3240 Kerner in San Rafael or 1 6th Street in Pt Reyes to arrange for a **Telephone Intake Interview** by calling 415-473-3450 after you have completed and submitted your **General Relief Application Packet**.

WHAT DOCUMENTATION DO I NEED TO PROVIDE TO VERIFY MY ELIGIBILITY?

- California Identification Card or California Driver's License
- Social Security Card
- Legal Permanent Resident Card and proof of sponsor's information, such as income, resources, and assets, if applicable
- Lease/rental agreement, rent receipt, statement of rent receipt
- Vehicle registration or title
- Bank statement or proof of bank account closed
- Proof of application to all potential available income or proof of recently denied of benefits (Unemployment, State Disability, Financial Aid, Pensions, etc.)
- If legally married, marriage license. If legally separated or divorced, proof of legal separation of divorce

