



## **ROCHESTER AREA YOUTH ASSISTANCE FINANCIAL ASSISTANCE APPLICATION INSTRUCTIONS**

Financial assistance is designed to support school-age children in activities that enhance their growth and development. (RAYA does not provide financial assistance for driver's training.)

All applications are reviewed by a volunteer committee. All personal information is kept confidential. The decision to grant assistance depends upon available funds, income guidelines, and community circumstances, as presented to RAYA. Upon receipt of your application, it will be forwarded to the Financial Assistance Committee for review. Please submit your application with enough time to ensure timely payment to the Vendor.

All applications **must** include the following documentation and information:

- A **completed** RAYA Financial Assistance Application
- Your most recent income tax form (IRS 1040, 1040A, EZ form, etc.) ***IF activity is more than \$100.00***
- RCS free/reduced lunch documentation (***for activities less than \$100, parents may provide proof of Free/Reduced lunch instead of tax forms & other proof of income***)
- Court order for child support, if applicable
- Social Security Benefit Statement (SSA 1099), if applicable
- Michigan Department of Human Services Client Annual Statement (DHS 1241), if applicable
- Any other applicable statements of income or support (free/reduced lunch, Bridge Card, Medicaid, etc.)
- Unemployment 1099G
- The complete name, address and phone number for the activity you are requesting the assistance for
- Total cost of the activity and the amount you are able to contribute
- Course number or registration contact person, if applicable

**- Failure to include the above-mentioned information may result in the application being refused for consideration.**

- If there are any special circumstances impacting your family, you may want to include a letter of explanation.

**Applications are available at the RAYA web site - [www.raya-mi.org](http://www.raya-mi.org) or at the RAYA office, 3200 W. Tienken, Rochester Hills, MI 48306.**

***Return applications to: Rochester Area Youth Assistance***

**For additional information, please call 248-656-3558.**