



Hotel/Motel Assistance Checklist

**This list of requirements is subject to change. **

The information below is required by National for Closeouts.

- Copy of a vendor-generated receipt with the vendor's name, address, and a vendor representative's signature.
*Must be dated, and must list client's name, the dates of stay and cost per night.
**Non-profit agencies acting as vendors must also generate invoices.
- Copy of canceled check
Copy of canceled checks (front and back), copy of uncanceled fronts of checks and bank statement or check images included in bank statements are accepted
*Please indicate which portion is EFSP and which portion is Other Funds, to equal the entire amount of the check. It is limited to 30-days assistance per individual or household during the current program period.
- Spreadsheet

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The information below is recommended to be obtained for your organization's records and monitoring purposes.

- Application or Intake form
- Household Income Verification form
 - Current documentation of the emergency/hardship
- Copy of photo ID/Social Security card for "ALL" adult individuals in the household
- Copy of children's birth certificates or immunization records
- Signed approved DPSS Clearance form
NOTE: If your agency is required by statute to keep client's names confidential, you must submit proof and assign unique identifiers to all clients served. Please reference the **EFSP Manual**.
 - Supervisorial District proof
 - Proof no appropriate on-site shelter is available
- Copy of motel voucher/form
- Copy of check request/purchase order (if applicable)
- Copy of original check with signature if check is being picked up (if applicable)