



## RAP Referral Checklist – **ALL DOCUMENTS are REQUIRED**

\*Do not send referral unless this list is complete.\*

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Please use this checklist and send your referral fax or email in this order to ensure that you have included *ALL* documents required. *ALL* of these documents **together** create a “referral”.

- COMPLETED Referral Cover Sheet** (by Shelter Staff)
- Shelter Residency Letter
- Shelter History (CARES or SCIMS printout)
- Psychosocial
- Current employment letter (start date, # of hours, salary)
- Four (4) current paystubs
- Any *additional* sources of income: Child Support, SS/SSI, etc.
- A current checking/savings statement (*\*if applicable*)
- SS cards for all members (on one page)
- Birth certificates for all members
- Completed **Referral Contact Information** Form

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**To make a referral**, please **EMAIL** ([mcaban@cfthomeless.org](mailto:mcaban@cfthomeless.org)) OR **FAX** all of the above information to (212) 964-0952, Attn: Martita Caban, Program Director. If it is determined that the referral may be eligible for the program after completion of our pre-screening, *RAP staff will contact the client directly* to set up an interview.