



**CLIENT INFORMATION SHEET**

Metrocrest Services is a short-term emergency assistance agency and our mission is to assist local families by providing support and resources so that they may be able to deal successfully with their crisis. **However, clients must have and show proof of income from their job, disability, workmen’s compensation or unemployment to qualify for financial aid.** Our goal is to help families increase their self-sufficiency and to deal more successfully with life’s challenges. Metrocrest operates on an appointment basis. Our office hours are Monday through Saturday as follows:

MONDAY	8am to 5pm
TUESDAY	8am to 5pm
WEDNESDAY	8am to 5pm
THURSDAY	8am to 5pm
FRIDAY	8am to 5pm
SATURDAY	9am to 1pm

**YOUR APPOINTMENT TIME IS:**

DATE \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_

**We ask that you provide the following at your appointment and report completely and truthfully all information requested:**

- \*\*\*PROOF OF IDENTITY: Valid Drivers License or picture I.D. and Social Security Card for all family members of the family.
- \*\*\*PROOF OF RESIDENCE: In an apartment: The lease agreement or a letter from the manager stating who the occupants are, rent rate, and length of the lease.  
  
In a house: The lease agreement, payment book, or letter from who you are renting the house from.
- \*\*\*PROOF OF INCOME: Last 30 days of pay stubs from your job, unemployment, workman’s disability, food stamps, or TANF.
- \*\*\*PROOF OF CRISIS: Car repair receipt, medical care receipt, anything showing what put you in this situation.

*Serving Carrollton, Farmers Branch, Addison, Coppell, and city of Dallas in Denton County*