

# **NEW JERSEY STATE FIREMEN'S ASSOCIATION**

## **CAUCUS: RELIEF APPLICATION CHECKLIST**

The attached Application for local relief association \_\_\_\_\_ in county \_\_\_\_\_

for \_\_\_\_\_ has been reviewed and the following is noted:

\_\_\_ Application is in good order.

\_\_\_ The following, deficiencies are noted:

\_\_\_ Missing Association/Company/Line number on one or all pages.

\_\_\_ Missing information in sections 1-6.

\_\_\_ lacking supporting documentation of Income and expenses.

\_\_\_ proof of household income

\_\_\_ Copies of current household bills.

\_\_\_ Additional bills and/or one time need bills.

\_\_\_ Not using current Relief Applications.

\_\_\_ Missing Signatures-Applicant /Trustees/ Officers.

\_\_\_ Missing recommended action/amount by Trustees and/or final action/amount by Representatives.

\_\_\_ Applicant demonstrated "Need" and Special Relief should have been applied for.

Additional Comments:

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If deficiencies are noted, moving forward, please take the necessary action to avoid repeating them.

Thank you for your cooperation.

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