

Required Documents

for the City and County of Honolulu Household Hardship Relief Fund (HHRF)

- a.) ID (Photo or scanned)
- b.) Proof of Residency: ONE of the following:
 - i.) Hawai'i driver's license or state ID
 - ii.) Other official documents showing proof of Oahu residency
 - iii.) Two months utility
 - iv.) Bank or medical statements showing Hawai'i address
- c.) Documents to show COVID-19 Nexus for need (close of business, increased expenses, layoff/furlough letter, loss of hours, unemployment, etc.)
- d.) Two months of most recent bank statements for all accounts
- e.) Verify current income
 - i.) 2019 tax income return (may be waived based on availability to substantiate income loss or affidavit certifying)
 - ii.) As applicable: Public benefits statements and/or pension/retirement benefits statements
 - iii.) EMPLOYED ONLY: last two paystubs
 - iv.) UNEMPLOYED ONLY: unemployment certification with weekly amount
 - v.) For those SELF-EMPLOYED, please ensure you have uploaded your 2019 tax return and all attached schedules, including W-2s.
- f.) Invoices for Reimbursement
 - i.) RENT ONLY: Copy of rental lease or screenshot of rental management agency's payment portal with rent amount
 - ii.) MORTGAGE ONLY: Copy of most recent mortgage statement
 - iii.) UTILITIES ONLY: Copy of Most recent utilities bills (electric and/or gas only)
 - iv.) CHILDCARE ONLY: Copy of most recent childcare invoice AND proof of licensed childcare provider (W-9 or Fed. EIN)
 - v.) ELDERCARE ONLY: Copy of most recent eldercare invoice AND proof of licensed eldercare provider (W-9 or Fed. EIN)