

Applicant Instructions

The applicant is required to provide the following documents before an application is reviewed. The sooner these documents are provided, the sooner the application will be reviewed.

- Copy of Identification
 - State ID: driver's license or non-drivers ID.
- Proof of income/employment/student
 - At least two pay stubs, or, if no income
 - Social Security or disability award letter, or
 - Proof of student status, if applicable
- Proof of engagement in mental health services
 - Letter from agency
 - Medical record from agency
- Vendor Application (if required)
 - (you can check on this in the meeting face to face).
- Invoice/bill from agency being paid
 - Must be in your name
 - Must be on letterhead from the company billing
 - If it is rental assistance to move in, need deposit amount and first payment
 - If you are delinquent in payment, the invoice needs to indicate the dates for which the payment is being requested, and the amount week by week or month by month.

Once all documents are ready, please contact 865-970-9800 to schedule a face-to-face appointment with a member of our staff.

Please understand that all of these documents are being asked for because this is a fully grant funded program from the State of Tennessee Department of mental Health and Substance Abuse Services.