

NRPP Documentation for Direct Refugee Assistance

The purpose of this document is to list accepted forms of documentation for NRPP funds requests. Documentation requirements have been made as simple as possible while still providing proof of cost, vendor, and client name for audit purposes. NRPP understands that many newly arrived refugees share expenses with friends and community members and lack documentation of financial transactions. The program seeks to accommodate these realities while still maintaining clear evidence of need. If a client does not have access to any of the documents described below, please contact nrppsupport@uscmail.org to discuss possible alternatives.

Rental Assistance

Lease

Deed

Mortgage Statement

Shelter Verification

Statement of overdue rent from landlord

Training:

Invoice from vendor including vendor, client, date, and cost

Receipt showing vendor, client, date, and cost

IOU if funds for training were lent by a third party

Debt:

IOU completed by the lender and client

Bill from vendor

Collection notice

Screenshot of debt summary including vendor, client, and cost

Screenshot of Venmo or other payment app transfer showing payee, client, cost, and purpose

Car purchase:

Bill of sale

Title including vehicle cost and client name

Financing contract

IOU showing funds lent by a friend for car purchase

Dental treatment:

Treatment plan showing vendor, client, and (estimated) cost

Receipt including vendor, client, and cost

Insurance statement showing out-of-pocket charges

Written statement from dentist including vendor, client, and (estimated) cost

Item purchase:

"Shopping cart" or pre-checkout screenshot showing total cost (including shipping, if applicable)

Receipt incl. vendor, client, and cost

Invoice incl. vendor, client, and cost

Food for a month:

No documentation needed

Pocket money for a month:

No documentation needed under \$200

Emergency housing:

Hotel room rate (no client name needed)

Receipt incl. vendor, client, cost, and date

Invoice incl. vendor, client, cost, and date

Immigration:

Price list from vendor (no client name needed)

Price list from USCIS

Invoice incl. vendor, client, cost, service, and date

Receipt showing vendor, client, cost, and date