



Lewis County Opportunities, Inc.

Scott Mathys, Chief Executive Officer

8265 State Rte. 812, Lowville, NY 13367 • Telephone: (315) 376-8202 • Fax: (315) 376-8421 • [www.lewiscountyopportunities.com](http://www.lewiscountyopportunities.com)

To Whom It May Concern:

You have requested assistance from our Critical Needs Program. However, before receiving financial relief, you must complete the “application packet” and return it to Lewis County Opportunities along with the items listed below. Your application will be processed once all information has been received. This does not guarantee you will receive assistance.

Information you will need to submit:

- **Enclosed forms** (completed in full).
- **Proof of residency – 911 address** (example: National Grid or Time Warner bills)
- **Income Verification for ALL household members** (example: last month’s pay stubs)
- **Your request documentation** (Bill) (Estimate for Repairs) (Loan Payment) (Lease Statement and Letter for amount due)
- **Transportation Statement, Driver’s License, Title of Vehicle, Insurance for Vehicle, Registration of Vehicle** (if the request is for a transportation related issue)

Once completed, mail or drop off your application to:

Family Services Department  
Lewis County Opportunities  
8265 State Route 812  
Lowville, NY 13367

You can mail in your application or drop off at our program building. After hours you can use the drop box at the program building entrance (where the long ramp is), Once we receive your application, we will review it and call to set up an appointment with a Family Services Worker.

Sincerely,

*Family Services*

PS: If you need help completing this application, please feel free to call us at 315-376-8202 ext 1, or stop into our New Bremen office. We look forward to working with you.