



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

Date: _____

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

Dear _____

You have requested assistance with a critical need. In order to further process your request, this is a reminder that we need the following highlighted information from you:

- Proof of residency documentation (copy of National Grid or Spectrum bill)
- Income verification for all household members (4 consecutive weeks of paystubs/SS award letter)
- Documentation for your request (Bills, repair estimate, lease statement/letter of amount due, etc)
- Copy of: Driver's license, Vehicle Title, Vehicle Insurance, and Vehicle Registration
- Other: _____

Once you have obtained the necessary documentation, please return to the above address via mail, or drop off the documentation in person. After-hours drop off is available; please put your documentation in an envelope (marked Family Services) and place it in the drop box by the main entrance (at the top of the long ramp). If you are unable to mail/drop off the documentation, please talk with your worker about submitting electronically. After all information has been received, a Family Services Worker will be in touch. This does not guarantee that you will receive assistance.

If you need assistance, please stop in during our normal business hours (Monday-Friday, 8am-4pm), or call us at 315-376-8202, ext 1. We look forward to working with you!

Sincerely,

Family Services Department