Department of Financial Assistance
Cayman Islands Government

Application Documentation Checklist

The following table outlines the documents required to be submitted when applying for financial assistance or when circumstances of an applicant, recipient or household change.
***Other documents may need to be submitted as relevant with the application.**

Department of Financial Assistance Documents This is necessary to provide the Department with information about the applicant and household. These forms are to be completed as specified.	☐	**Application for Financial Assistance (mandatory)** This application should be completed online via the DFA website unless there is an emergency circumstance or the Portal is unavailable.
	☐	**Release of Information Form (mandatory)** Complete one Release of Information Form per member of the household.
	☐	**Medical Form or Medical Documentation (where applicable)** This documentation is required for any household member applying for financial assistance due to disability or medical condition.
Proof of Identification This is necessary for all members of the household. One of the following documents is required with the application for each member of the household.	☐	**Driver's License**
		National Identification
		Notarised Photo
		Passport
		Voters Card
Proof of Immigration Status This is necessary for all members of the household. One of the following documents is required with the application for each member of the household.		**Birth Certificate** This should reflect parent's birth place and be submitted with proof of parent's immigration status. As per the Immigration (Transition) Act, 2022 the child takes the nationality of the mother unless parents are married at the time of child's birth.
		Caymanian Passport Passport alone is sufficient for applicants born before 27 March 1977 in the Cayman Islands. Persons born after 27 March 1977 must also submit proof of parents' status.
		Copy of Cayman Status Document
		Dependent of a Caymanian

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		Dependent of Work Permit Holder
		Letter of Acknowledgement of Status from Workforce Opportunities and Residency Cayman
		National Identification
		Permanent Residency Certificate
		Residency and Employment Rights as the Spouse of a Caymanian Certificate (RERC) This must be submitted with a copy of the marriage certificate.
		Residency and Employment Rights as the Spouse of a Caymanian (varied) Parent of a Caymanian
	☐	**Resident Employment Rights Certificate (RERC) – Dependent**
		Resident Employment Rights Certificate (RERC) – Parent of a Caymanian Child
		Resident Employment Rights Certificate (RERC) – Spouse of a Permanent Resident Holder
		Visitor – Approval Letter
		Visitor – Passport Time Stamp
		Voter's Identification Where a voter's identification card is provided, status may need to be verified.
		Work Permit
		Status Stamp in Passport
Proof of Relation This is necessary for all members of the household, where applicable, to determine who is a member of the household.	☐	**Birth Certificate** This is to be submitted for all dependents in the household.
	☐	**Guardianship Documents** This is required where a non-biological dependent is in the household. It could be a residence order, DCFS letter, adoption order, letter from biological parents, or other relevant document.

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All of the relevant following documents or others are required to be submitted with the application.	☐	**Marriage Certificate, Certificate of Civil Partnership or Divorce Decree** This is to be submitted if the applicant or any member of the household has ever been married or in a civil partnership.
Proof of Income This is necessary for all adult members of the household to determine eligibility. All of the relevant following documents or others are required to be submitted with the application.	☐	**Salary/Wages** The most recent pay-slips covering the last four-week period prior to the application must be submitted for all working adults. Job letters are acceptable, but must indicate earnings and deductions within the last four-week period.
	☐	**Rental Income** This must be submitted with a copy of the valid lease agreement and proof of identification for the tenant.
	☐	**Maintenance** A copy of court order or a signed letter from the person providing maintenance will need to be submitted. Where a letter is provided, the identification of the person paying the maintenance must also be provided.
	☐	**Self-Employed or Business Owners** In this circumstance proof of income earned through the business, Trade and Business License, register of directors and officers, bank statements, financial statements, pay slips where the household member received a salary from the business, contracts, confirmation of whether or not others are employed by the business or other relevant business documents must be submitted.
	☐	**Donations Letter** If you are receiving donations from an individual or organization they must provide a letter specifying the amount and purpose of the donation.
	☐	**Other Income** Submit recent documentation for all other income, such as statements/pay slips for pension, social security, overseas veteran's or seafarer's ex-gratia.
	☐	**Mortgage or Bank Loan** Submit a copy of the current statement or loan profile from bank covering the last six month period.
	☐	**Rent** A copy of the signed lease agreement will need to be submitted. If residing with others then a signed letter of accommodation indicating you reside there and what your contribution toward the household expense is, if any.

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Proof of Expenses and Liabilities This is necessary for all adult members of the household to determine eligibility and the level of service provided. All of the relevant following documents or others are required to be submitted with the application.	☐	**Maintenance** A copy of court order or a signed letter from the person receiving the maintenance will need to be submitted. Where a letter is provided, the identification of the person receiving the maintenance must also be provided.
	☐	**Bills and Invoices** Copies of all official bills or invoices for the most recent month, such as utility bills, post-paid phone bill, credit card statement, or pre-school invoice should be submitted. Receipts are only acceptable for money transfers but not any other expense.
	☐	**Employed Staff** Letters of employment and work permit (where applicable) for staff employed by the household, such as helpers or nannies are to be submitted.
	☐	**Other Expenses** It is necessary to submit proof of expense for all documents except for transportation (gas, bus fare, etc.), propane, groceries, laundry or prepaid telephone (top-up).
	☐	**Liability Statements or Documentation** Submit a copy of the current statement, loan profile from bank covering the last six month period or other documentation identifying the liability and amounts owed.
Proof of Assets This is necessary for all adult members of the household to determine eligibility. All of the relevant following documents or others are required to be submitted with the application.	☐	**Savings** Personal or business savings of any household member must be disclosed. Applicants may submit bank statements showing activity in the last 6 months. The Department will conduct bank checks on all household members to confirm savings.
	☐	**Investment Statements or Certificates** Statements or certificates of any investment accounts for any household members must be submitted with the application.
	☐	**Land Documents** If any household member has land or property, a land register and property title is to be submitted with the application. If property is registered in the name of a company or non-profit organization, you will need to provide a signed lease agreement, photo identification with signature, trade and business license or NPO certificate, register of directors, and authorised signatory list with identification for those on the list.

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	☐	**Other Assets** Proof of other assets owned by adult members of the household is to be submitted, including vehicle registration or other relevant documents.
Authorisation of Representative Documents This is necessary where an applicant, recipient or household member is authorising a representative to act on their behalf with the Department. All of the following documents are required to be submitted with the application.	☐	**Authorization of Representative Form (where applicable)** If an applicant or a household member is authorising someone to be a representative, this form will need to be completed and submitted with identification for the representative, as well as either a letter, a medical document or a legal document.
	☐	**Representative's Identification** Identification for the representative is required to be submitted. Any of the government issued IDs above documents can be submitted in this circumstance.
	☐	**Document of Authorisation** This can be in the form of a letter signed by the applicant authorising the representative, it can be a legal document that has given the representative guardianship or power of attorney, or a medical document which specifies that the applicant does not have the capacity to make decisions relevant to their receipt of financial assistance.
Emergency or Exceptional Circumstance Supporting Documents This is necessary for applications submitted due to emergencies or where eligibility is waived for medical or exceptional circumstances. All of the relevant following documents or others are required to be submitted with the application.	☐	**Letter from relevant organization regarding applicant experiencing domestic violence**
	☐	**Police reports about domestic violence by the applicant**
	☐	**Document supporting disaster affecting applicant**
	☐	**Document supporting client in urgent need of aid**
	☐	**Document supporting applicant in harm**
	☐	**Official medical letter from medical institution demonstrating timeline and reason for not being resident on island**
	☐	**Document supporting exceptional circumstances**

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Documents for Services This is necessary for applications submitted for specific services. All of the relevant following documents or others are required to be submitted with the application.	☐	**Medical Services or Health Insurance** Schedule of benefits from health insurance must be provided where applicable. If seeking medical travel, proof of required medical travel and duration of stay related to medical treatment, is to be provided. If an uninsured individual is employed, a quote for the cost of insurance coverage through the employer is required to be provided to the Department. If an individual is married, and is not covered on their spouse's insurance plan, a quote for the cost to cover the spouse is required. If an individual has a personal insurance plan, a schedule of benefits, letter of confirmation of services available and exhausted, copy of insurance card should be submitted. The Department's Medical Form or a medical referral will need to be submitted.
	☐	**Other Services** A quote or invoice from the relevant vendor will need to be provided for the household to receive services from the Department if approved. This documentation should be provided once available for services which need to be paid urgently, such as burial assistance.

THANK YOU

Thank you for completing this document. This document can be submitted online by visiting **dfa.gov.ky** or via email to **dfaapplications@gov.ky**.

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