



### ELIGIBILITY SELF-ASSESSMENT PRELIMINARY REQUIREMENTS

The Needs Assessment Unit (NAU) assists Caymanians who qualify for financial assistance due to unemployment, underemployment, disability or other types of hardship. Before completing the NAU Application Form, applicants should complete the following self-assessment to determine if they may qualify for assistance.

#### PRELIMINARY REQUIREMENTS. Please, answer these questions before filling out the NAU Application Form:

1. Are you Caymanian or do you have a Caymanian in the household?

☐ YES ☐ NO

2. Is the combined income of all persons living in your household under CI\$3,000 per month?

☐ YES ☐ NO

3. Do you have a disability, or does a Caymanian person in your household have a disability?

☐ YES ☐ NO

4. Is your total savings less than:

CI\$3,000 if you are under age 60?

☐ YES ☐ NO

CI\$8,000 if you are age 60 or over?

☐ YES ☐ NO

5. Have you been physically present in the Cayman Islands for a combined total of at least 8 months over the past 12 months?

☐ YES ☐ NO

I may be eligible for NAU assistance because:

- ☐ The answer to all of the questions above is Yes, or
- ☐ The answer to all of the questions above, except #4 is Yes, or
- ☐ The answer to all of the questions above except #3 is Yes.
- ☐ The answer to all the questions above, except #2 is Yes.

To apply for assistance:

1. See **Documents Required** and **Documents Guidance** sections below
2. Visit the NAU Website: <http://www.nau.gov.ky>
3. Click "**Apply Online**" to complete and submit the **NAU Application Form**.
4. The online form will allow you to submit documents by uploading them. You can also create a unique application code, so that you can retrieve an "in progress" form before it is submitted. *Note: Please retain the documents that have been submitted online, as you may be asked to supply the original documents.*



## DOCUMENTS REQUIRED

### DOCUMENTS TO BE INCLUDED WITH YOUR APPLICATION FORM

- ☐ Photo Identification — Passport, driver's licence, voter's card or a notarised photo
- ☐ Proof of Citizenship — Guidance notes are attached for a list of acceptable documents
- ☐ Completed NAU Application Form
- ☐ Proof of registration with the Workforce Opportunities & Residency Cayman (WORC)
- ☐ Complete statements for all bank accounts in the name of the applicant and all other members of the household for the past 6 months
- ☐ Marriage certificate or divorce decree if you have ever been married
- ☐ Passport & birth certificates of all dependents, including dependent adults
- ☐ Income from all of the persons living in your home, along with supporting documentation — See Documents Guidance below for a list of acceptable documents

**Note: The NAU's online application form allows you to submit information and to upload these documents. Click "apply online" at <http://www.nau.gov.ky>**



## DOCUMENTS GUIDANCE

**PROOF OF CITIZENSHIP OR RESIDENCY RIGHTS** – Any of the following can be submitted as acceptable proof of citizenship or, where the applicant is a parent to a dependent child of a Caymanian, residency rights in the Cayman Islands:

- Voter's Identification.
- Caymanian Passport. Passport alone is sufficient for persons born before March 27, 1977. Persons born after March 27, 1977 should also submit a copy of their birth certificate as well as proof of parents' citizenship.
- Copies of Caymanian Status / Status Stamp in passport.
- Birth certificate should reflect parents' birth place and proof of parents' citizenship should also be submitted. Please note that as per immigration law the child takes on the nationality of the mother unless the parents are married at the time of child's birth.
- Immigration Letter of Acknowledgment of Citizenship.
- Residency Rights as a Spouse of a Caymanian Certificate along with a copy of the marriage certificate or a Certificate of Permanent Residency.

**PROOF OF INCOME AND SAVINGS:** If applicable, all of the following should be submitted for all members of your household to substantiate proof of income:

- Salary/wages – This would be most recent pay-slips covering the last 4 week period. Job letters are acceptable but must indicate earnings within the last 4 week period.
- Rental Income – Copy of the signed lease agreement with tenant as well as copy of tenant's identification.
- Maintenance – Copy of court order or a signed letter from the person providing the maintenance funds with a copy of their identification.
- If self-employed or an owner of a business, provide proof of income earned through their business.
- Savings – Clients should disclose any savings they have available to them. Clients are required to submit bank statements showing activity in the last 6 months, NAU may conduct bank checks if deemed necessary.
- Other Income - Statements / pay slips for pension, social security, veterans or seamen's ex-gratia.



## DOCUMENTS GUIDANCE

**PROOF OF EXPENSES** – Any of the following can be submitted as acceptable proof of expenses (most recent bills for the last month):

- Copies of all official bills or invoices for the current month should be provided. Example: utility bills, post-paid phone bill, credit card statement, preschool invoice.
- Mortgage. Copy of bank statement or mortgage profile from your bank.
- Rent. Copy of lease agreement. If residing with others then a signed letter of accommodation indicating you reside there and what your contribution is, if any, should be submitted along with a copy of that person's identification.
- Receipts are only acceptable for money transfers but not acceptable for any other monthly expense.
- It is not necessary to submit bills for transportation (gas, bus fare, etc.), propane, laundry or prepaid telephone (top-up)
- Letter of employment along with copy of identification for caretakers/helpers/nannies.
- Maintenance. Copy of court order or signed letter with identification of person paying maintenance.

**OTHER DOCUMENTATION** - The following are other documents and information that you will need to provide:

- WORC Registration. All unemployed members of your household who are between the ages of 18 and 59 are to provide proof of registration with Workforce Opportunities & Residency Cayman (WORC), unless they suffer from a medical condition that does not allow them to work.
- Medical Disability. You should indicate if you suffer from a medical condition. You will be provided with a medical report to be completed at the Health Services Authority.