

CVC#

Professional Attestation Letter

If any of the following scenarios apply to you, please see below for instructions on how to proceed.

- The Adjusted Gross Income amount listed on your IRS Form 1040, filed and submitted within the last two years, is not an accurate reflection of your current income or household size.
- Your household receives no sources of income and you have not filed an IRS Form 1040 tax document within the last two years.

You must submit to CVC a Professional Attestation Letter completed on your behalf by a third-party professional. The letter must be returned **no later than (specific date discussed with CVC)—either by fax, mail, or secure e-mail— or you will be considered ineligible for assistance. To receive assistance in the future, you will need to reapply for assistance (if the fund is still open at that time).**

The following individuals may complete a Professional Attestation Letter on your behalf:

- Employer or former employer.
- Attorney.
- Financial advisor or accountant.
- Social worker.

The attestation document must be completed on official company letterhead and must include the following:

- Printed name and title of third-party professional.
- Signature of third-party professional.
 - Note: Electronic signatures will not be accepted.
- Organization's full name, address and contact information.

The attestation document must also include information specific to the discrepancy between submitted income documents and your current household number/household income, or attest that you receive no income. For example:

- If a source of income stopped—include the date you stopped receiving the income.
- If an income source decreased—include the current amount received, frequency of payments, and the date the decrease occurred.
- If fewer people make up the household—include why and which income sources the household no longer receives as a result.
- If no income sources exist—include how basic living expenses are met.

If you have questions, please call CVC at 888-267-1440. A case manager is available Monday through Friday 9 a.m. - 6 p.m. ET.