

# **INSTRUCTIONS FOR REQUESTING A FINANCIAL ASSESSMENT INTERVIEW (FAI)**

## **CCR, Title 9, Section 9879**

If you believe you are unable to pay full program fees, you may request a financial assessment interview from the Central District DUI Program. In order to receive a financial assessment interview, this procedure must be followed:

Assemble the appropriate documentation using the list on the back of this page. You must provide one piece of documentation from **List A** or all the items from **List B**.

Go to the front office during business hours or call (858) 467-6810 to make an appointment for a financial assessment interview. The accounting department is unable to conduct interviews on a drop-in basis. The interview will take approximately 20-30 minutes.

### **Please Note:**

The interview will not be conducted and will be rescheduled if you do not have the appropriate documentation in hand at the time of your appointment.

Your will be assessed full program fees unless this procedure is followed.

If you do not currently receive General Assistance (General Relief) awards, but think you may qualify, please contact the following agency.

**County of San Diego**  
**Health & Human Services Agency**  
**Phone: (866) 262-9881**  
**[www.sdcounty.ca.gov/hhsa/](http://www.sdcounty.ca.gov/hhsa/)**

# DOCUMENTATION REQUIRED FOR FINANCIAL ASSESSMENT

## LIST A

(Provide one of the items below)

1. General Relief/General Assistance Award Letter
2. Copy of General Relief check with a current date and amount of monthly benefits.
3. An award letter from the county welfare department, or other governmental agency, documenting eligibility for other public assistance and indicating the income level on which eligibility was based.

## LIST B

(Provide one of the items below)

1. Pay voucher/stubs for gross wages, salaries, tips, bonuses, commission, etc. for the two months.

OR

Net profits from self-employment.

OR

Unemployment benefits for the past two-months or copies of checks or copy of application for unemployment.

2. Bank statements from checking and savings for the past two months.
3. Income tax return for a previous calendar year. Note: Anyone who is claimed as a dependent on another person's income tax forms (student, spouses, children, elderly parent) must provide a copy of the income tax return of the person(s) who claim you as dependent.
4. Proof of income from Social Security, retirement/pension, worker's compensation, disability VA benefits or other public assistance (AFDC, SSI, etc.), educational grants, financial aid/loans or training stipends.