

In the Name of Allah, The Most Gracious, The Most Merciful

ISLAMIC CENTER OF BOISE

3077 Christine St., Boise, Idaho 83704, (208) 429-1866

ICB uses the following Guidelines on an individual basis

POLICY:

- No person will be denied assistance based on race, color, sex, age, handicap, religion, national origin, or political belief
- **The application will be automatically denied if any information given turns out to be false or untrue**
- In case of denial, Applicants have a right to request a review within thirty (30) days

LOAN APPLICATION GUIDELINES:

- Applicants must complete and submit the official ICB Financial Assistance form along with all supporting documents as requested
- Applicants shall be notified of their application status within a week

EMERGENT SITUATIONS:

- Shall be considered only when a detailed explanation and supporting documents are provided regarding the emergent need

APPLICATION REVIEW:

Applications must be completed and must contain the following information before review

- Verification of applicant's residence and contact information
- Verification of all supporting documents as requested
- Verification of Social Security numbers; etc, **US law requires nonprofit organization providing financial assistance for charity or other reasons to document social security, tax ID or other legal document numbers when providing such assistance for audit purposes.** Social Security, Tax ID and legal document numbers are confidential and are not shared, provided or given to others excepting law enforcement, if required, without applicant consent

NOTE: Applications will be verified for confirmation of all documents and statements provided. ICB reserves the right if deemed necessary, to inquire with other Masjid's in the area regarding applications, as well as may contact private, government, state or city agencies, organizations, etc for confirmation

APPROVAL PROCESS:

Verification of income and copy of Identification document is required and must be submitted with the application. Forms of acceptable verification are:

- Current Pay stub for the last two months or proof of income
- Current print out from State unemployment if unemployed
- Current Bank statement for the last two months
- Copy of Photo ID/ Driver License/ Passport

Approval for funds shall be determined on the following:

- Applicants must provide written documentation for all resources and income received, or not received, over the last three Months from employment, private, government, state, city or other agency
- Pledges or offers of assistance to applicant from other agencies
- Applicant and family members are Idaho State residents and have documents available, if requested, to demonstrate legal US and /or current address status (may be waived if ICB determines special circumstances exist)
- Applicants who have never received a loan shall have priority to funds over applicants who have received loans in the past, to assist the needs of others and ensure funds are distributed, in a "just" manner
- All decisions for loans are the sole responsibility of the ICB executive committee
- The Executive Committee will contact applicants, within a week to advise approval or denial of application

RECEIVING FUNDS:

- Applicants will be contacted as soon as funds available
- Checks for loan funds will be written to Providers of services indicated on application; i.e. Taxi, doctor, landlord, grocery, Pharmacy, utility, etc
- **Request for cash or check payable to applicant will not be considered**