



California  
Care  
Coordinators



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[www.joinccc.org](http://www.joinccc.org)

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## **REQUIRED DOCUMENTS FOR DEPOSIT FUNDS REQUEST**

CCC is a contracted in-network Community Supports provider partnered with IEHP to provide Housing Navigation, Security Deposit, and Tenancy Sustaining services for eligible and approved IEHP members.

As part of the process, when securing permanent housing, CCC's Case Managers are expected to gather the necessary documents for underwriting and verification purposes. Below is a list of the standard documentation required. Please be advised that additional documents may be necessary on a case-by-case basis.

- 1. Signed Lease Agreement**
- 2. W9 for the Payee**
- 3. Completed Direct Deposit Authorization Form (DDAF) with a copy of a Voided Check**  
Note: DDAF will be provided by CCC.
- 4. Property Management Agreement (PMA) if the Payee entity is different from the Owner**
- 5. Completed Owner's Identity Verification through a Secure Link**  
(Plaid Verification is required if the property is owned by a Private Individual(s) or a Trust.)
- 6. HAP/FSheet/PBV Contract from the Housing Authority**  
(If the member has a Section 8 Housing Choice Voucher or Project Based Voucher.)

Note: California Care Coordinators can authorize up to \$5,000.00 for our member's Security Deposit and First Month's Rent if subject property is owned by an LLC/LLP/Corporation/Non-Profit or up to \$3,000.00 if subject property is owned by a Private Individual(s) or Trust.