REQUIRED DOCUMENTATION

Listed below is documentation the Township may need to process your application. When dropping off your completed application, please bring in any documentation that pertains to you and your situation. This will help to speed up the application process and in determining whether or not you are eligible for assistance.

**Documentation required by every applicant:**

- Driver's License or State ID for all adults in the household
- Social Security Card or Birth Certificate for everyone in the household
- Medical/Insurance Card for everyone in household or proof of application for one
- SNAP (food stamps): awards letter or proof of application
- Lease or letter from landlord (need to know address, who is in the household and monthly rent)
- Rent receipts from the last six consecutive months
- Eviction Notice
- Utility Bill, unless included in rent (must be in the name of someone residing in household)
- Utility Disconnect Notice
- Most current bank statement

**If you are disabled or physically unable to work or have limitations:**

- Social Security Disability (SSD): awards letter, denial letter or proof of application
- Supplemental Security Income (SSI): awards letter, denial letter or proof of application
- Physician Diagnosis Form/Doctor's (must state that you are unable to work either full-time or
- part-time, why you are unable to work and when you will be able to return to work)
- Worker's Compensation: awards/denial letter, proof of application, letter from attorney or
- benefit stubs
- Employer Disability: awards/denial letter, proof of application or benefit stubs
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**If you are unemployed:**

- Unemployment Benefits: awards letter, denial letter, benefits exhausted letter or proof of
- application
- Proof of registration with Illinois Department of Employment Security (IDES)
- Proof of High School Diploma or GED

**If you are employed:**

- Paystubs for the last 30 days
- Letter from employer stating pay for last 30 days
- Letter from employer if your hours are getting reduced or your last 30 days pay doesn't reflect
- your normal pay

## REQUIRED DOCUMENTATION

**If Self-Employed:**

- Current tax return
- Audited statement
- Self-Employment Monthly Income Record (can be obtained from the Township Office)

**If a student:**

- School Schedule or Admissions Letter
- Proof of educational grants

**If a Veteran:**

- D0214
- Veteran's Benefits: awards letter, denial letter or proof of application

**If Retired:**

- Pension Statement
- Social Security: awards letter

**If not a US citizen:**

- Immigration papers
- Green card

**If you are on parole/probation:**

- Parole/Probation Officer's contact information

**If you have children in the household and no income:**

- OHS cash (TANF): awards letter, denial letter or proof of application

**If you have children in the household with an absent parent:**

- Child Support: child support order, custody papers, proof of application, payment stubs, or
- account statement
- Social Security survivors benefits

**If you have children in the household who are disabled:**

- Supplemental Security Income (SSI): awards letter

## REQUIRED DOCUMENTATION

**Provide proof of any other income received by anyone in the household:**

- Friends/Relatives
- Tax Return
- Plasma donation
- Alimony
- Disaster Relief Payments
- Donations/Benefits
- Foster Care Payments
- Insurance Policy Proceeds
- Interest Income

**Provide any documented proof of receiving benefits from any of the following public assistance programs:**

- Aid to the Aged, Blind and Disabled (AABD)
- WIC Program
- General Assistance
- Subsidized Housing
- Rural Rental Assistance (RRA)
- Veterans Assistance Commission (VAC)
- Department of Rehabilitation Services (DORS)

**Provide proof of any of the following assets of the household:**

- Cash on hand
- Automobile
- Property
- Life Insurance Policy
- Savings Account
- Investments
- Annuities
- Safety Deposit Box
- Business assets

**For any questions, please call the office.**