

**INSTRUCTIONS TO APPLICANTS
DUNDEE TOWNSHIP EMERGENCY ASSISTANCE
PHONE (847) 428-8092 FAX (847) 426-9717**

Date: _____

To: _____ **Address:** _____

Please bring the following documents for yourself and every person for whom you are requesting assistance with you to your appointment on _____ at _____ in our office located at 611 E. Main Street, Suite #201 in East Dundee.

- Identity– Photo ID
- Birth Certificate(s) or Current Illinois Medicaid Card(s) for everyone in the household
- Proof of Citizenship Status (Birth Certificate, Resident Alien Card, Naturalization Certificate, Passport)
- Proof of current address (rent receipt, post-marked envelope with your name and current address, current lease, mortgage document, property tax bill)
- Social Security Card(s) for everyone in the household
- Proof of Marriage
- Divorce or Separation Papers
- Proof of all Household Income (documents showing the amount received for Child support, Foster Care, Social Security, SSI, TANF, Pensions, Annuities or if working bring your payroll stubs for the last four weeks (30 days)
- Records of any other income
- Proof of income for self-employed. Bring in a log showing the name of the individual or Company you worked for, days/hours worked, amount you were paid, amount you paid for work related supplies if any.
- Notice of Allotment from a person in the Military Service
- Other Documents:

- Persons who have used up 60 months of TANF or who are receiving other Federal/State aid such as SSI are ineligible for Emergency Assistance.

FOR RENTAL ASSISTANCE

- Bring Landlord's 5 day Eviction Notice or the Court Order
- Bring a copy of the current lease – Applicant must be named on the lease.
- Bring Landlord's name, address and phone number
 - Be aware that if the amount of Township's one time emergency assistance payment is insufficient to satisfy the legal obligation, the application will be denied unless the client can find other financial assistance in an amount sufficient to prevent the stated legal action from occurring. Alternately, the client can bring in a money order made out to the landlord for the difference.
 - Township does not pay first or last month's rent or security deposits.
 - Township **does not** assist with mortgage payments.

FOR ASSISTANCE ON A UTILITY SHUT-OFF

- Electric, Gas and Water must have a shut-off notice or be disconnected. Bill must be in Applicant's name.
- Bring proof you applied at LIHEAP (Low Income Heating Assistance Program) for their emergency assistance program 1-847-697-4400.
- Be aware that if the Township's one-time emergency assistance payment will not satisfy the full amount of the utility company's disconnection notice, the application will be denied unless the client can provide evidence of the ability to meet the remaining balance by either:
 - a) Bringing in a document from another Agency showing the amount of financial assistance it will be providing.
 - b) The Client may bring in a money order made out to the utility for the balance owed.