

EMERGENCY ASSISTANCE RENT/MORTGAGE

How to Return Paperwork

If you have picked up the Emergency Assistance – Rental/Mortgage Assistance paperwork from our office, you may drop off all forms in attached envelope to Rockford Township at 315 N. Church St., Rockford, IL.

Otherwise you may:

- 1. Fax to 815-962-8963 or**
- 2. Scan and e-mail to accounting@rockfordtownshipil.gov**

If you have any questions, please contact our office at 815-962-8855.

ALL FORMS MUST BE SUBMITTED BY THE 20TH OF THE MONTH

Once you have submitted all your forms – a Case Worker will contact you by phone for further instructions.

PLEASE SUBMIT ALL REQUIRED FORMS IN A PACKET – DO NOT RETURN FORMS ONE AT A TIME!

EMERGENCY ASSISTANCE CHECKLIST

RENT/MORTGAGE ONLY

ALL ITEMS CHECKED BELOW MUST BE PROVIDED IF THESE APPLY TO YOU

All utilities must be on!

Month of rent/mortgage you are seeking: _____

ALL FORMS MUST BE SUBMITTED BY THE 20TH OF THE MONTH

- Complete and sign **EA Applicant Information Form**. All adults in household must sign where indicated at the bottom.
- Current/valid State of Illinois ID or Illinois Driver's License for all adults in the household.
- SS cards for all individuals in the household.
- Birth certificates for all children under the age of 18 in the household. Copies are acceptable.
- If you are **not** a United States Citizen, you must provide the following: **Resident Alien Card, Refugee Card, or Citizenship paperwork**.
- Must have income to be eligible. You must double your rent in income. Acceptable Income includes, but it not limited to: wages, Social Security benefits (including SSI benefits), child support, unemployment benefits, self-employment income, alimony, etc. **CASH INCOME IS NOT ACCEPTABLE!** You **MUST** provide proof of income for the past 30-days for all members of the household.
- If you are a Veteran, you must provide a **letter from V.A.C.** stating they cannot assist you. A copy of your **DD214** will also be required.
- Written verification of an **active child support case**. Every applicant with only one parent living in the household, must provide proof of an active child support case for each child in household. **NO EXCEPTIONS**. Child support claims may be filed online at www.Illinois.gov/HFS/csassist/Pages/csapplVD.aspx. Please provide printout after you submit your claim.
- Verification of **child care expenses** if you utilize day care outside your home.
- Most recent **mortgage statement**. You may only be behind for current month and must provide receipt of previous months' payment.
- Rental Assistance: **5-day eviction notice** for current month (must be behind only for current month in order to be eligible - we do not pay late fees). Your interview for Emergency Assistance must take place within the same month that you are requesting assistance for.
- Copy of previous year's **income tax filing and refund information** (both federal & state) for applicants that have applied and received their refund through May 31st of each year. If you have already received **your income tax refund** back and are requesting assistance you will be required to provide proof of how you spent your refund.
- If you are requesting a deposit for **Rockford Housing Authority or Winnebago County Housing Authority**, please provide a copy of your **offer letter** and/or lease. If your deposit is more than our payment level for your family size, you will be required to provide proof the difference has been paid prior to any approval by Rockford Township.

By signing below, I agree to provide all items checked above in order to be considered for assistance.

Signature: _____ Date: _____

EA Applicant Information Form

Name: (First) _____ (Middle) _____ (Last) _____

SS#: _____ Date of Birth: _____ Phone #: _____

Address: _____ Zip Code: _____

Other Members of the Household (Adults and Children):

Name: _____ SS#: _____ Date of Birth: _____

Name: _____ SS#: _____ Date of Birth: _____

Name: _____ SS#: _____ Date of Birth: _____

Name: _____ SS#: _____ Date of Birth: _____

Please accurately answer the questions below. This information will be verified. Failure to accurately report information may result in a denial of your case.

Are you requesting (circle): Rent/Mortgage or Water/Sewer Bill

Are you receiving TANF/Cash Assistance (circle)? YES NO

Are you a Veteran (circle): YES NO Are you a US Citizen (circle): YES NO

Have you or anyone in your household been convicted of a Class X or Class 1 Felony that involves drugs (circle)?

YES NO If yes: What year _____ What County & State _____

Have you ever lived in Rockford Housing Authority or Winnebago County Housing Authority property (circle):

YES NO If yes, what date did you leave: _____

Have you filed your federal and state income taxes (circle)? YES NO

If yes, please provide a copy of your taxes at your interview

I authorize Rockford Township General Assistance office to utilize the above information in order to determine my eligibility for emergency assistance, and to investigate my background for purposes of determining if I meet the eligibility requirements of this program. I further authorize Rockford Township General Assistance to discuss my background and share my information with any local, state, or federal agency as needed to determine my eligibility.

Signature: _____ Date: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY			
UCB		COOK	
DHS		ID/DL	
WINN		DATE LAST INQUIRY	
WI		DATE LAST INTAKE	
EMAG		DATE LAST GRANT	
DOC		OTHER:	



TOWNSHIP OF ROCKFORD

315 NORTH CHURCH STREET
 ROCKFORD, ILLINOIS 61101-1034
 (815) 962-8855 • FAX (815) 962-8963

Jasper St. Angel
 - SUPERVISOR -

APPLICATION FOR GENERAL ASSISTANCE ALL BOXES MUST BE COMPLETED

APPLICATION IS GOOD FOR
 30-DAYS FROM DATE ISSUED

YOU MAY RETURN FOR AN INTERVIEW
 MONDAY THRU FRIDAY @ 8:00 AM
 ON OR AFTER:

Date Issued:
Interview Date:

I. Personal Information

Last Name	First Name	Middle Name:
Current Address Apt #	City:	Zip Code:
Phone #: Cell Phone #	SS#:	Date of Birth: Age:
Marital Status: Never Married: _____ Married: _____ Div: _____ Sep: _____ Widowed: _____	Home: Rent: _____ Own: _____ Amt of monthly payment: _____	Date last rent or mortgage was paid: Date: _____ Amt paid: _____
Date of Divorce: _____ Date of Separation: _____ County: _____	Are you currently approved for Section 8 Housing? Yes _____ No _____	Are you currently residing in Section 8 Housing? Yes _____ No _____
Birth Place: Are you a U.S. Citizen?	How long have you lived in Winnebago County? Yrs: _____ Mos: _____	Is it your intent to remain in this County? Yes _____ No _____
Veteran: Yes _____ No _____ What Branch of Service: _____	Dates of Service: From: _____ To: _____	Type of Discharge: Do you have discharge paperwork? Yes _____ No _____
How many biological children do you have? Other Children	How many children live with you?	What are the ages of children living with You?
What do you need assistance with?	Are you receiving a link card? Yes _____ No _____ What amount/month? _____	Are you court ordered to pay child support? Yes _____ No _____ How much/month? _____

II. Education

Last Grade Completed? _____	High School Diploma? Yes ___ No ___ GED? Yes ___ No ___	What year completed? _____ What school? _____
Are you currently attending classes? Yes _____ No _____	GED/H.S. Yes _____ No _____	Are you attending college classes? Yes _____ No _____ How many credit hours? _____

III. Employment History

List below your current job or if not currently working, the last three (3) jobs you have held (including temporary agency jobs):

Name & Address of Employer:	Date Employment Began: _____ Date Employment Ended: _____	Reason for Separation:
Name & Address of Employer:	Date Employment Began: _____ Date Employment Ended: _____	Reason for Separation:
Name & Address of Employer:	Date Employment Began: _____ Date Employment Ended: _____	Reason for Separation:

Are you capable of working? Yes _____ No _____ If able to work, do you have any medical/ Psychiatric restrictions? Yes _____ No _____	List your work restrictions:	When was the last time you saw any Doctor?
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IV. Present Income & Financial Information

Employment Income: \$ _____	Unemployment Compensation Weekly Amount: \$ _____	Self-Employment Income: Monthly Amount: \$ _____
Worker's Compensation Benefits: \$ _____/weekly	Veteran's Benefits: Monthly: \$ _____	Social Security Benefits SSI: \$ _____ SSD: \$ _____ Death/Survivor's Benefits \$ _____
Long Term and/or Short-Term Disability: Monthly Amount: \$ _____	Child Support Received: Monthly Amount: \$ _____	Are you currently receiving cash Assistance from the Illinois Department Of Human Services? Yes _____ No _____ How much/month? _____
Pension and/or Retirements Benefits? Monthly Amount? _____	Earnfare: Are you participating: Yes ___ No ___	Earnfare: Monthly amount received? _____

IV. Present Income & Financial Information (Continued)

Checking account? Yes ___ No ___ Bank/Credit Union: _____ Current Balance: \$ _____	Savings Accounts? Yes ___ No ___ Bank/Credit Union? _____ Current Balance: \$ _____	Annuities? Yes _____ No _____ Amount? _____
Cash on hand: \$ _____	Have you filed your Income Tax this year? Yes _____ No _____	Did you receive an Income tax refund this year? Yes _____ No _____ Amount Received? _____ Date Received? _____

V. Assets

Real Estate: Address: _____ Present Value: _____ Mortgage Amount: _____ Single family: Yes ___ No ___	Cars/Trucks: Make/Model: _____ Amount Owed: _____ Is vehicle insured? Yes ___ No ___ Insurance Company: _____	Safety Deposit Boxes: Where: _____ Value of Contents: _____
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VI. Health Insurance

Medical Card: Yes ___ No ___ Pending: _____	Other medical insurance: Yes ___ No ___ Is this insurance COBRA? Yes ___ No ___ What Company: _____ Monthly Premium: _____
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VII. Criminal History

Failure to notify this office of your complete criminal history (regardless of year of conviction) in this or any other state or county will be cause for denial of application for 90-days or case closure for 90-days.

Are you currently on Parole? Yes _____ No _____ Parole Officer: _____ ----- Have you ever been on Parole? Yes _____ No _____	What County & State: _____ Convicted of: _____ Conviction Date: _____ ----- What County & State: _____ Convicted of: _____ Conviction Date: _____	Are you compliant with your parole requirements? Yes _____ No _____ ----- Did you complete your parole Satisfactorily? Yes _____ No _____
Are you currently on Probation? Yes _____ No _____ Probation Officer: _____	What county & State? _____ Convicted of: _____ Conviction Date: _____	Are you compliant with your probation requirements? Yes _____ No _____
Have you ever been on Probation? Yes _____ No _____	What County & State? _____ Convicted of: _____ Conviction Date: _____	Did you complete your probation satisfactorily? Yes _____ No _____

I have completed this application for General Assistance, and declare under the penalties of perjury that to the best of my knowledge and belief the information supplied in this application and all accompanying statements or documents is true and correct, and that it is a complete statement of all income, assets, or resources belonging to me or to any member of my immediate family.

I agree to notify the Supervisor of General Assistance of any change whatsoever in need, or in the resources listed herein, or of any new or additional income or resources. Further, I hereby authorize any person, bank, firm, corporation, transfer agent, agency, institution, or the Department of HHS to furnish to the Supervisor of General Assistance whatever information that may be requested relative to accounts, deposits, investments, securities, RSDI benefits, or business of any kind whatsoever.

The General Assistance Office shall not disclose information regarding a General Assistance applicant or recipient except for any purpose directly connected with the administration of public aid under the Illinois Public Aid Code, including the investigation and verification of eligibility factors and the sharing of information with the Illinois Department of Human Services and other governmental units.

Signature of Applicant

Date

I hereby make Application for General Assistance in behalf of the person named below, and certify that to the best of my knowledge and belief the information furnished herein in a true statement of his (or her) income, assets, and resources.

I understand that if I want someone else to apply for General Assistance for me, and I am mentally and physically able to apply, I must provide a written statement that gives the person permission to apply on my behalf. The statement must include the full name, address and phone number of the person applying for me. The statement must say that I am still responsible for the information that the person applying for me gives to the local General Assistance office. The statement must also say that I am liable for repaying benefits that were received due to incorrect or incomplete information provided by an approved representative

This application must be signed by the APPLICANT, HOWEVER, if the person in need of assistance is too ill, or otherwise mentally or physically unable to complete an application, this application may be filed by the SPOUSE, PARENT, ADULT CHILD or ADULT BROTHER or SISTER or OTHER RELATIVE. If there are no relatives this application may be signed by ANY OTHER PERSON able to furnish necessary information with reasonable competence

Printed Name

Address

City/State/Zip

Telephone #

Signature and Address of Individual making Application for General Assistance in BEHALF of the Person Named Above.

Relationship to Applicant.

Subscribed and sworn to before me this

_____ day _____, _____

Notary Public

ROCKFORD TOWNSHIP GENERAL ASSISTANCE OFFICE
315 NORTH CHURCH STREET
ROCKFORD, ILLINOIS 61101

INCOME REPORT

THIS IS A FULL ACCOUNT OF ALL INCOME - IN CASH OR KIND - INCLUDING EARNINGS, UNEMPLOYMENT COMPENSATION BENEFITS, SOCIAL SECURITY OR OTHER PENSIONS, ROOMERS AND BOARDERS, INCOME TAX REFUNDS, EXPECTED TO BE RECEIVED BY MYSELF AND OTHER MEMBERS OF MY HOUSEHOLD WITHIN THE NEXT 30 DAYS.

PERSON RECEIVING INCOME	SOURCE OF INCOME	GROSS AMOUNT RECEIVED	DATE RECEIVED
	TOTAL INCOME		

I certify that the above report is true and complete for the above stated period.

DATE _____

(SIGNED) _____

ADDRESS _____



ROCKFORD TOWNSHIP

315 North Church Street • Rockford, IL 61101 • 815/962-8855 • 815/962-8963

Jasper St. Angel, Supervisor

EMERGENCY ASSISTANCE RENTAL AGREEMENT

This document is needed to complete the application for rental assistance. **If approved**, acceptance of our payment requires the landlord/owner to keep this applicant housed at the address below for the period listed on the disbursing order. Said client cannot be evicted from premises for the period written on the Disbursing Order. By returning this form to Rockford Township and requesting payment, the property owner is warranting that the property is in Rockford Township and the property owner has complied with all state laws including local, building, safety and zoning ordinances.

The landlord/property owner understands this grant cannot be approved if a request for a grant or rental assistance for the same unit is also being made or being received from another source. Any attempt to obtain in excess of the grant amount stated below shall be considered fraud and shall result in immediate termination of the grant and all other grants to Landlord. All rental payments by Rockford Township to property owner/landlord are conditioned upon the continued eligibility of the client to receive Rockford Township assistance. This agreement does not obligate Rockford Township to disbursing order payment if client's assistance terminates.

If a W-9 form is attached to your disbursing order, it must be completed by the property owner and submitted to our office prior to release of any funds.

General Assistance Grant Amount per household: \$ _____

BELOW INFORMATION TO BE COMPLETED BY PROPERTY OWNER/LANDLORD

Date: _____

Name of Worker: _____

APPLICANT INFORMATION:

Name of Applicant(s): _____

Address of Property: _____

Unit Rental Amount: \$ _____

Number of Bedrooms in unit: _____

Utilities included in rent: Gas: ___/ Electric: ___/Cooking Gas: ___/Water&Garbage: ___/Sewer: ___/None: ___

Applicant's move-in date: _____

Has this month's rent been paid: Yes: _____ No: _____

Please list all tenants in this unit: _____

LANDLORD INFORMATION:

Checks should be made payable to (Please print): _____ Telephone # : _____

Mailing Address/Rent should be mailed to: _____ City: _____ State: ___ Zip Code: _____

Landlord E-mail address: _____

If property owner utilizes Management Company: Name of Company: _____

Please provide copy of Agreement between Management Company and Property Owner with this form:

I have read and agree to the terms listed above and information I have provided on this form is accurate to the best of my knowledge:

Signature _____

Date: _____

TIPS TO APPLICANT WHEN LOOKING FOR A RESIDENCE. PLEASE CONSIDER THE FOLLOWING:

- 1) There can be no more than three (3) unrelated persons in the household.
- 2) One bedroom per person, unless two persons are a couple; that couple may share a bedroom.
- 3) The Landlord Agreement must be filled out by the Property Owner. If it is filled out by the Property manager, Rockford Township must have a copy of the Management Agreement between the Owner and the Property Manager on file.
- 4) If the property is owned by a family member, that family member must be utilizing it as a rental property and cannot reside there.
- 5) Rockford Township will not pay to any unit that has more than 3 bedrooms unless it is a boarding house WITH a Special Use Permit.
- 6) The property must be located within Rockford Township.
- 7) Basement and attic living will not be approved for ANY member of the household.
- 8) You must be moved in at the time of the home visit.
- 9) Utilities must be on and working at the time of the home visit.
- 10) Unit must have a functional kitchen including a refrigerator, stove and sink.
- 11) Rent will be based on occupancy in units.