



**Elk Grove Township
General Assistance
2400 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 437-0300 Fax (847) 437-0434**

In order to serve you better, please read the information listed below and, as always, feel free to contact the General Assistance Office if you have any questions.

HOW TO APPLY

- 1. Obtain ALL verifications listed on the reverse side of this sheet.** If you have questions or problems regarding your verifications, contact the office for help. In order to process your application, it important that you obtain all of the required verification within 30 days.
- 2. Once you have ALL of your documentation, PLEASE CALL FOR AN APPOINTMENT.** Because of the time it takes to complete each application, we can do eligibility determination interviews by appointment only. We are open Monday through Friday 9:00 a.m. – 4:00 p.m. The application process takes about an hour.
- 3.** If you and your spouse share a residence, it is recommended that your spouse accompany you to the interview. Your spouse's participation will assist the township in verifying your eligibility and arriving at a decision on your application as quickly as possible.
- 4.** You will be notified in writing, of the decision which has been reached regarding your eligibility for assistance.
- 5.** The purpose of Emergency Assistance is to alleviate a life-threatening circumstance like eviction or utility disconnection. You may be asked to provide not only proof of the emergency, but also written verification of its cause.
- 6.** If you will be late or need to cancel your appointment, please give us the courtesy of a phone call so that we can use that time to assist others in need. If you are more than 10 minutes late, we may need to reschedule you.



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Required Documentation and Verification

In order to process your application, the following verifications are required:

- 5 Day Notice for Rent or Disconnection Notice for Utilities
- Driver's license or state ID for each adult
- Social Security cards for all household members
- Birth certificates for all household members
- Permanent Residency card or naturalization certificate if born outside of U.S.
- Marriage certificate or divorce decree including child support order
- Lease or mortgage statement
- Utility bills for current month
- Proof of all income for the last 30 days, including paystubs, child support, Social Security, pension, gifts from friends/relatives, etc.
- Proof of last 30 days transactions (30-day transaction summary report) for all bank accounts, including checking, savings, credit union, 401K, stocks, bonds, etc. held both individually and jointly
- Medical insurance card (or proof of application)
- Life insurance policy
- Car title or payment book for ALL vehicles, boats, motorcycles, etc.
- Car Insurance
- Criminal history
- Written receipt from DHS, or completed public aid application for SNAP
- Proof of child support or child support application

If you are able to work, but unemployed you must also provide these items:

- Unemployment Compensation Benefits eligibility letter or print out, dated within the last 30 days.
 - Verification of current Illinois Job Service Registration
- Both items above can be obtained from the IDES Office located at:
723 W. Algonquin Rd, Arlington Heights
- Copy of your Resume and Cover Letter

If you are able to work due to a disability, you must also provide these items:

- Social Security Administration receipt indicating application for SSDI AND SSI
- Completed Elk Grove Township medical form or DHS report of incapability completed by your physician
- If on medical leave of absence, a letter from your employer to verify status

This is list of general requirements. Accordingly, some items may not apply to you or additional items may be requested from you.